To: OSU Faculty

From: Kay Sagmiller, Director, Center for Teaching and Learning

Date: Dec. 12, 2012

Re: Request for Proposals: **Hybrid Course Development Pilot Program for Large-Enrollment Bacc Core Courses**

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Universities nationally have seen positive outcomes in student learning and success through the implementation of hybrid courses. A hybrid (“blended”) course by definition includes both regularly scheduled, on-site classroom meetings *and* significant online components that replace regularly scheduled class meeting time. OSU began a pilot hybrid course development initiative in 2011 with the following primary objectives:

* To create opportunities for deeper student engagement, particularly in large-enrollment courses.
* To provide greater scheduling flexibility for students.
* To improve learning outcomes and student success in courses with higher than average failure rates.
* To offer more choices in course delivery methods for students and faculty.

**Academic Affairs, through the Center for Teaching and Learning (CTL), is offering compensation and course development support to OSU faculty for the redesign of large-enrollment Bacc Core classroom courses into hybrid courses during the Spring 2013 term.** Priority will be given to Bacc Core courses with sections of more than 50 students or with many sections annually.Program participation is limited to 6 instructors. Tenured/tenure-track faculty and instructors with at least 2 years of teaching at OSU are eligible to participate.

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The hybrid courses will serve on-site students, and they will adhere to the regular on-campus (not Ecampus) tuition structure. It is anticipated that the new hybrid section will replace the existing fully classroom-based section (for example, the new hybrid PSY 208 would replace one section of an existing classroom-based PSY 208).

**Funding**

Academic Affairs will allocate $3000 per course to each participating faculty member who develops a hybrid course, paid as professional development funds as allowed by university policy. If multiple instructors work as a team to develop a hybrid course, the $3,000 will be equally split among them.

These funds are in support of:

1 – Participation in the CTL faculty learning community focused on hybrid course development, approximately a 30-hour commitment. This group will have a blend of online activities and five, two-hour face-to-face meetings on the Corvallis campus during the **Spring 2013** term.

2 - Providing course content and working with the CTL instructional designer and members of the Ecampus Program Development and Training Team to redesign and produce a new hybrid course.

The CTL, in collaboration with Ecampus, will provide basic course development and production support (instructional design and best practices, including accessibility and copyright; project management; media development; Blackboard course development, training, and on-going support). Training and support is available for all participants in Blackboard, multimedia, pedagogy for hybrid courses, and video production. Resources in Technology Across the Curriculum and Media Services will also be available to support the technology in the classroom component of hybrid courses.

**Timeline**

An initial meeting between the instructor and the instructional designer will occur in March, followed by hybrid course development—including participation in the faculty learning community—during the Spring term. The hybrid course will be offered for the first time in **Fall 2013 or Winter 2014**.

**Requirements**

Instructor must fully participate in the “Hybrid Course Development” faculty learning community, including completion of all online activities and attendance at all scheduled face-to-face meetings. **The group meetings will be on Tuesdays from 2:00 to 3:50 pm in Milam 215 on Apr. 9 and 23, May 7 and 21, and June 4.**

Online portions of each hybrid course will be designed and delivered through the Blackboard course management system. Multimedia components may be included in course design as needed to meet specified learning objectives.

Instructors will work with the CTL instructional designer to redesign the hybrid course according to best practices in blended learning and OSU accreditation standards.

* Course can be readily redesigned for hybrid delivery without excessive development cost.
* Department accepts responsibility for the curriculum and quality of instruction.
* Hybrid course will be offered at least once per year.
* Hybrid course will be available to all OSU students who meet prerequisites.
* For syllabus and online components of the hybrid course, instructor will follow OSU course quality standards as described in:
  + [Ecampus Course Quality Standards](http://ecampus.oregonstate.edu/faculty/manual/course-standards.htm)--Sections 1.0, 2.0 and 3.0
  + *“Best Practices in Designing a Course”* (see particularly 0.2, 0.2.1 and 0.2.2 under [Course Planning and Design](http://ecampus.oregonstate.edu/faculty/blackboard/9/))
  + [OSU Curricular Policies and Procedures](http://oregonstate.edu/ap/curriculum/policies.html)

and other research-based best practices for blended courses such as those of the [2011-2013 Quality Matters Rubric Standards](http://www.qmprogram.org/rubric).

* Any online content requiring Ecampus staff development time for graphics, animation or multimedia work must be delivered to Ecampus staff at least 6 weeks in advance of the term in which the course will be offered. Faculty should consult with Ecampus as soon as possible about any multimedia development to allow sufficient production time.

Hybrid courses must include both regularly scheduled, on-site classroom meetings *and* significant online components that **replace at least 40%** of regularly scheduled class meeting time. So, for example, hybrid delivery of a 3-credit course that normally meets for two 80-minute periods each week might involve meeting face-to-face for one 80-minute period weekly blended with online activities, assignments and assessments that require student engagement at a level equivalent to a second classroom meeting.

**Proposal Guidelines**

Hybrid course development proposals should be submitted by the course instructor with a supporting message from the respective academic unit head. Applicants are asked to submit a narrative proposal of 2 to 3 pages, including the following information in order:

1. Course designator, title and credits.
2. Instructor’s contact information and rank.
3. Degree, program(s), or certificate to which this course would apply and the role/importance of this course to the program(s); and/or description of audience or express need for this course.
4. Bacc Core category of the course.
5. Current enrollment in each section of the course, and total number of sections offered per year. Is course currently taught online as well?
6. Proposed terms to be taught as a hybrid course.
7. Instructor’s experience with Blackboard and online technologies. Both instructors without online teaching experience and veteran online instructors are encouraged to apply.
8. Instructor’s (or academic unit head’s) **rationale** for converting this specific course to hybrid delivery.
9. One paragraph of preliminary ideas for course design, learning materials and online resources upon which the course will be based.
10. One paragraph describing why instructor is interested in program participation.
11. Indication of academic unit’s support for hybrid course development and ongoing offerings of hybrid course. This supporting message can be by separate email from head of academic unit.
12. **Attach a current course syllabus to the proposal.**

**Submission of Proposals**

Submit proposals for the hybrid course development pilot program by **Jan. 21 by email** to:

[Cub.Kahn@oregonstate.edu](mailto:Cub.Kahn@oregonstate.edu)

**Announcement of Award**

Decisions will be announced by Feb. 11, 2013. Upon acceptance, an MOU will be drawn up with the academic unit for course production, use of course and materials, control and credit, distribution of supporting funds, and course delivery. Funds will be sent to the academic unit by budget transfer upon satisfactory completion of hybrid course development and all program requirements.

**For More Information**

Please address questions to [Cub.Kahn@oregonstate.edu](mailto:Cub.Kahn@oregonstate.edu) or call Cub at 737-2803. Additionally, the CTL has many resources about hybrid teaching and learning at <http://oregonstate.edu/ctl/hybrid-course-initiative>.