



AN HONORS UNIVERSITY IN MARYLAND

## **Alternate Delivery Program CALL TO PARTICIPATE Summer 2015**

The Office of Summer, Winter and Special Programs in partnership with DoIT's [Office of Instructional Technology](#) and the [Faculty Development Center](#) invites proposals from UMBC full and part-time faculty to develop either hybrid (part online, part face-to-face) or fully online courses for the summer & winter sessions. Up to \$3,500 in course development funding is available for selected individual or departmental proposals.

### **BACKGROUND**

Summer and winter sessions are condensed, intensive terms that must be carefully planned and delivered to meet course learning outcomes. Since 2005, the Office of Summer, Winter & Special Programs has encouraged academic departments to offer hybrid and online courses as an alternative to in-person courses. The number of hybrid and online courses offered in the special sessions has grown steadily, and currently, 30 - 40% of the courses scheduled in summer or winter sessions are hybrid or online.

Over 60 faculty members from a variety of disciplines have participated in UMBC's [Alternate Delivery Program \(ADP\)](#). The ADP provides financial, technical, and pedagogical support to faculty who agree to redesign an existing face-to-face (F2F) course for online or hybrid (part online, part F2F) delivery in summer or winter session.

[The National Center for Academic Transformation \(NCAT\)](#) has identified [six different models](#) for course delivery. The six models represent different points on the continuum from a fully face-to-face course to a fully online course. The ADP program focuses on two of these models:

[The Replacement \(or Hybrid\) Model](#) - The replacement model reduces the number of in-class meetings and a) replaces some in-class time with out-of-class, online, interactive learning activities, or b) also makes significant changes in remaining in-class meetings.

[The Fully Online Model](#) - The fully online model eliminates all in-class meetings and moves all learning experiences online, using Web-based, multi-media resources, commercial software, automatically evaluated assessments with guided feedback and alternative staffing models.

## THE OFFICE OF INSTRUCTIONAL TECHNOLOGY

UMBC's Division of Information Technology (DoIT) has recently hired several new staff members this year in its Office of Instructional Technology (OIT) to support faculty who teach - or would like to teach - hybrid and online courses. These instructional technology specialists offer both scheduled training sessions and one-on-one consultations on how to use and implement effective practices for integrating technology into the both the traditional and online classrooms. Tools and technologies supported include, but are not limited to, the following:

- [Clickers](#) - Interactive Student Response Systems
- [Jing](#) - for short screencasting
- [TechSmith Relay](#) (formerly Camtasia Relay)
- [Blackboard Collaborate](#) - for web conferencing and virtual office hour
- [Adaptive Release](#)
- [Box at UMBC](#).

## SELECTION CRITERIA

Participants selected for the summer 2015 Alternate Delivery Program agree to convert an existing face-to-face course to a hybrid (or online) course during the 2015 spring semester and deliver the converted course in summer session 2015. Faculty who wish to participate in the ADP in the spring of 2015 and offer a converted course in Winter Session 2016 will also be considered.

Full or part-time faculty who meet the criteria and who have **not** previously participated in the Alternate Delivery Program are encouraged to apply. Proposals will be reviewed by a selection committee and selected faculty will be notified by December 19, 2014.

### Eligibility:

1. Have at least two prior semesters teaching experience at UMBC, including teaching experience in at least one summer or winter session.
2. Demonstrate a reasonable use of Blackboard in current/past classes and be ranked in the top 50 percent of your discipline's Bb course activity rankings during the current and previous academic years to be determined by the Blackboard administrative staff and/or faculty using the Blackboard Analytics for Learn report in each course.
3. Complete an Alternate Delivery Program proposal (see below) and submit it by December 5, 2014.

4. Provide summer hybrid or online course details to the academic department scheduling coordinator by December 5, 2014, and agree to follow all standard departmental requirements and deadlines for summer session (or winter session) courses, including scheduling and course cancellation policies.

Preference for redesign support will be given to current courses that have previously been offered in past summer or winter sessions with an enrollment history that regularly exceeds break-even or courses that regularly reach or exceed capacity during the fall or spring semesters. (To view past summer/winter enrollment data, see [umbc.edu/ssfaculty](http://umbc.edu/ssfaculty) > [Enrollment History & Schedule Planning Tools](#).)

## **PARTICIPATION REQUIREMENTS**

Faculty accepted in the 2015 Alternate Delivery Program agree to participate in the following activities:

- Provide their [Department Chair's letter of support](#)
- Attend the two-day Hybrid Course Design Workshop (tentative dates are January 14 & 15, 2015)
- Engage/interact with the other ADP participants (e.g, cohort) and specialists within the Blackboard ADP Organization
- Complete the Hybrid Milestone/Deliverables Worksheet that maps out the timeline for completing your course redesign
- Attend (2) [milestone brown bag sessions](#) coordinated by the Instructional Technology team
- Complete Instructional Technology Specialist review of redesigned courses against the Quality Matters ([QM](#)) [rubric](#)
- Complete peer faculty content review to ensure content is in alignment with the course description and departmental expectations
- Present (10 minutes) a design concept that you adopted during the ADP process at the [closing milestone meeting](#) in the spring
- Offer the designated hybrid course in Summer Session 2015
- Complete an evaluation of the ADP process

## **SUPPORT**

- A two-day Hybrid Course Design workshop will be held on-campus in January (tentative dates are January [14](#) & [15](#), 2015). In addition, ADP participants will attend two milestone brown bag sessions during the 2015 spring term ([3/11](#) & [5/6](#)) to review, prepare and share pedagogical approaches to their summer or winter hybrid course.

- DoIT's instructional technology specialists offer regularly scheduled training sessions on the various instructional technology tools UMBC supports. Additionally, one-hour Blackboard "drop-in sessions" are offered on Wednesdays at noon (sessions alternate each week between in-person and virtual sessions). Each faculty member will be assigned an Instructional Technology Specialist who will be available throughout the process for consultation; this specialist will perform the Quality Matters review of the course at the end of the development process.

## **PROPOSAL REQUIREMENTS**

A proposal to participate in the 2015 Alternate Delivery Program should include the following:

- Your name, academic department, course number & title, and summary of your teaching experience at UMBC.
- A brief summary (one page) that describes how you are currently using Bb and other instructional technology in your course(s) as well as ideas or concepts you are interested in implementing as you redesign your course for either hybrid or fully online delivery.
- [A statement from your department chair](#), indicating support for converting a face-to-face course to a hybrid or online format.

Submit your proposal and department chair statement of support as a single .pdf file to [adpcfp@umbc.edu](mailto:adpcfp@umbc.edu) no later than **Friday, December 5, 2014**.

## **PROPOSAL REVIEW COMMITTEE**

Beth Snyder Jones, Director, Summer, Winter & Special Programs  
 Linda Hodges, Director, Faculty Development Center  
 Sherri Braxton-Lieber, Director, Instructional Technology  
 Past Faculty Participants (2), Alternate Delivery Program

## **PRE-PROPOSAL CONSULT & USEFUL LINKS**

In addition to consulting with any member of the proposal review committee, faculty may want to visit the following links:

[UMBC Hybrid Course Delivery Site](#)  
[University of Wisconsin Hybrid Courses Site](#)

## **APPLICATION PROCESS AND TIMELINE**

The anticipated timeline for the Winter 2015 Alternative Delivery Program is as follows:

October 21, 2014	Call for Participation Released
November 12, 2014	<a href="#">Information Session</a>
December 5, 2014	Proposal Deadline
December 19, 2014	Award Notifications

**For more information on the Alternate Delivery Program, please contact:**

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