

Sydney eLearning

GUIDELINES FOR Strategic eLearning Development Projects: Call for Expressions of Interest for Semester 1 2010 projects

What's offered: Substantial project management and educational design support in the development of strategic eLearning development projects

How to apply:

- an Expression of Interest by **7 August 2009**
- an Application for Sydney eLearning project hours by **2 October 2009**

Project development occurs: Semester 1 2010 ONLY

This is a call for Semester 1 2010 strategic eLearning development projects. Projects will be selected according to their relationship to Faculty learning and teaching goals. Applications for elearning support may be for projects in one faculty, or collaborative projects between two or more faculties.

When conceiving of projects, do not focus on the underpinning technology. Focus on the educational outcomes.

Your Arts representative is Christine Crowe, Director of Arts eLearning. Please contact Christine for all enquiries: 9351 3774 or christine.crowe@usyd.edu.au

Some case studies of eLearning at the University can be found at:

<http://science.uniserve.edu.au/spotlight/>
<http://wiki.arts.usyd.edu.au/elearning/index.php/Case-Studies>

Proposed projects should:

- be consistent with the University's learning and teaching plan (http://www.usyd.edu.au/learning/planning/uni_plan.shtml)
- relate to a faculty's strategic goals (http://www.usyd.edu.au/learning/planning/faculty_plan.shtml)
- demonstrate an intention to achieve reliability, sustainability and longevity
- show how a project fills a gap or complements existing resources
- be endorsed by relevant head/s of school or deans.

Additionally, projects will be given higher priority if they demonstrate either/both of the following:

- impact on many students
- transferability to other faculties, schools, programs, etc

What support is available?

Under the University's Learning and Teaching strategy, faculties have access to strategic support from Sydney eLearning. Projects are selected in a consultative and competitive process according to faculty priorities and are then developed by Sydney eLearning staff members. Support may take the form of educational design, technical design, technical development and/or project management.

Sydney eLearning only provides support in the form of the time and expertise of staff. If a proposed project requires other resources (e.g. content development), the funds for these must be sourced elsewhere (e.g. TIES, faculty).

This EOI is for projects that will be completed at the end of Semester 1 2010. eLearning educational designers will be available to work on these projects between April and June. Projects that are approved will need to have substantial content developed by the end of Mar 2010.

How do I apply for project support?

Stage 1 Expression of Interest

Interested staff should submit an *Expression of Interest* that briefly describes their idea for an eLearning project. This should follow the guidelines in Appendix 1 and must include a **project aim** and **benefits**. Consultation with your faculty eLearning representative is highly recommended (**Contact Christine Crowe, Director Arts eLearning x13774, christine.crowe@usyd.edu.au**).

Expression of Interest submissions are **due 7 August, 2009**.

The expression of interest will be assessed in each eLearning cluster by the eLearning Cluster Director, faculty eLearning representatives and the Sydney eLearning project manager for the cluster. On the basis of this assessment, staff may be invited to expand their expression of interest into an *Application for Sydney eLearning project hours*.

Stage 2 Application for Sydney eLearning project hours

The *Application for Sydney eLearning project hours* must demonstrate that the project will deliver specific learning and teaching outcomes relevant to University and faculty strategic plans, and that operational matters have been considered. Consultation with your faculty eLearning representative and /or Sydney eLearning project manager for the cluster is highly recommended. The proforma for this application is Appendix 2 in this document. The two page application is **due October 2, 2009**.

All applications for eLearning support will be assessed as outlined above, and each eLearning cluster will put forward strategic eLearning projects for decision and endorsement by the Office of the DVC (Education). The DVC Education will chair a group that will decide on the final strategic projects.

Stage 3 Detailed project planning

Staff whose applications for eLearning support are successful will be invited to undertake detailed project planning as soon as possible. The detailed project planning process is designed to ensure all resource needs are fully identified, stakeholders have agreed to the project and its implications and the risks identified with a mitigation strategy. During this stage, projects may be modified to meet emerging pedagogical objectives or resource constraints. Staff may consider their projects confirmed when all required signatures are in place on the Letter of Agreement.

Responsibility of project sponsor

Strategic eLearning development projects must have the support of all key stakeholders (e.g. Dean/Head of School). Commitment of resources, notably staff time, is part of that support. The project sponsor, in signing the Letter of Agreement, supports the academic-in-charge's commitment of time to the project. If the academic-in-charge leaves the university prior to project completion, the project sponsor will be given the option of whether or not to continue the project.

Supporting materials

Expressions of interest should be presented using the guidelines in **Appendix 1**. *Applications for eLearning support* should be presented using the proforma in **Appendix 2**. Prior consultation with your faculty representative and Sydney eLearning project manager for the cluster is strongly recommended. Examples of finalised documentation for past projects are available from them.

Appendix 3 is a checklist to use when completing the two-page *Application for elearning support*.

Appendix 4 is a description of the responsibilities of the academic-in-charge of projects and the Faculty representatives

Selection process

Participants in the selection process are:

Humanities Cluster:

Faculty representatives from Arts, Education and Social Work, Economics and Business, Sydney College of the Arts, Sydney Conservatorium of Music and Law, the eLearning Cluster Director Dr Agi O'Hara; the eLearning Operations Manager Colin Lowe; the Humanities and Social Sciences eLearning project manager Sue Atkinson.

Health Sciences Cluster:

Faculty representatives from Dentistry, Health Sciences, Medicine, Nursing & Midwifery and Pharmacy; the eLearning Cluster Director Assoc. Prof. Sandra West; the eLearning Operations Manager Colin Lowe; the Health Sciences eLearning project manager Marianna Koulias.

Sciences and Technology Cluster:

Faculty representatives from Science, Engineering, Architecture, Agriculture, Veterinary Science; the eLearning Cluster Director Assoc. Prof. Mary Peat; the eLearning Operations Manager Colin Lowe; the eLearning Sciences and Technology project manager Mary-Helen Ward.

Selected projects will be put forward for endorsement by the Office of the DVC (Education) at a meeting chaired by the DVC Education between mid October and early November. .

Appendix 1: Expression of Interest guidelines

1. Academic-in-charge
2. Faculty/Unit
3. Phone and email
4. Please give a brief description of your project (Up to two paragraphs)
5. What are your aims in developing this project?
6. What benefits will the project bring to students and/or staff?
7. How does your project relate to your faculty's learning and teaching plan?
- 7a. What category of strategies does your project employ?
 - large group strategies for eLearning that support the face-to-face experience
 - structured discussions across face-to-face and on-line contexts
 - blended inquiry (e.g. resolving cases/problems/scenarios using both web-based and non-web sources)
 - formative assessment with feedback
 - development of Mode A WebCT sites to increase eLearning coverage
 - professional practice placements
 - postgraduate blended units of study.
 - other
8. What assistance do you require from Sydney eLearning?
9. Is this project (tick one)
 - individual
 - faculty-wide
 - cross-faculty
 - community-based

You will need to have content for this project ready for educational designers to work on by the end of March 2010. All work will be done on projects during the first semester of 2010.

If you need help with any of these questions please contact your eLearning Faculty Rep or the Project Manager or Academic Director for your cluster (see page 4 for details)

Please submit an electronic copy of the Expression of Interest to the relevant Sydney eLearning project manager:

<p>Sciences and Technology: Mary-Helen Ward mhward@usyd.edu.au Humanities and Social Sciences: Sue Atkinson s.atkinson@usyd.edu.au Health Sciences: Marianna Koulias marianna@usyd.edu.au</p>

You will receive a reply confirming receipt of the submission.

Appendix 2: Application for Sydney eLearning project hours Proforma

2010 Strategic eLearning Development Projects

*Please set out your proposal under the headings provided. We understand that proposals are evolving but please address all points to the best of your current knowledge. The overall length should **not be more than two pages** with fonts no smaller than 11 pt.*

1. Project title

2. Project description

- What is the goal/purpose of the project?
- Describe the project and how the goal/purpose will be achieved.
- Approximate number of students (if appropriate) who will benefit

3. Benefits

- What will be the main benefits for student learning?
- Are there any other benefits, e.g. professional development for staff?

4. Evaluation

- When you assess the project outcomes, what will be your key evaluation questions?

5. Does your proposal have: (*indicate as many as apply*)

- impact on many students (please give details)
- transferability to other faculties, schools, programs, etc. (please give details)
- evidence of a clear need (please give details)
- pre-existing materials, or an explicit plan for resourcing the creation of new materials (please give details, e.g. funding for additional staff, teaching release)

6. Alignment with University/faculty L&T strategic plans

- How does the project relate to University or faculty Learning and Teaching strategic goals and objectives? (Please reference the specific plan. Faculty plans can be found at http://www.usyd.edu.au/learning/planning/faculty_plan.shtml)

7. Resources

- What assistance do you require from Sydney eLearning?
- What resources could the faculty/department/school contribute to the project?
- Is the project contingent upon other factors, e.g. successful TIES application, appointment of an additional staff member, faculty approval? If so, please provide details.

8. Project participants

- List the faculty-based staff who will be taking part in the project
- List the names and codes of unit/s of study which are involved in the project (if applicable) and the names of their coordinators,

9. Preliminary staffing

- Please provide a rough estimation of the time each project team member can commit to the project.
- NB: content for this

10. Longevity

- What is the approximate life of the resource/unit of study that will form the project outcome?
- Describe how the project outcome will be maintained and by whom

11. Academic-in-Charge

- Who will be the Academic-in-Charge of the project?

12. Sponsor

- Who will be the Project Sponsor, i.e. Faculty Dean/Head of School? Please provide proof of endorsement from the Project Sponsor. (Please refer to Page 3 for more information)

13. Additional information *[If there is additional information that is necessary to support your proposal, please add it here]*

15. Level of experience with a learning management system (please specify which one)

- Beginner
- Intermediate
- Advanced
- Other (please give details)

16. Have you ever attended any Sydney eLearning workshops?

Please note that content for this project will need to be ready for educational designers to work on by the end of March and the project will be completed by the end of June 2010.

Submission

Staff in each cluster should submit an electronic copy of their application to the relevant Sydney eLearning Project Manager:

Sciences and Technology: Mary-Helen Ward mhward@usyd.edu.au
Humanities and Social Sciences: Sue Atkinson satk0541@usyd.edu.au
Health Sciences: Marianna Koulias marianna@usyd.edu.au

You will receive a reply confirming receipt of the submission.

Appendix 3: Checklist for strategic eLearning development projects

Use the following ideas to help you write your proposal for eLearning projects

1. The student learning outcomes determining a project's outcomes must be clear.
2. Strong coherence between the proposed eLearning developments and any intended face-to-face components must be visible.
3. Sufficient existing materials or an explicit resourcing plan for developing new materials to meet relevant project outcomes must be indicated.
4. Confirmation provided that new content can be created and made available on time for development processes of project.
5. Sufficient resources (time and people) for development processes must be available to meet goals in a timely manner.
6. Sufficient staff who have the time and experience to manage learning and teaching outcomes of projects must be committed to the project.
7. Project outcomes need to fit within University resource allocation for delivery and student support.

Appendix 4: Roles within the strategic eLearning development process

Academic-in-Charge

Each project will have *one* designated Academic-in-Charge who will be the first point of contact regarding the project within the faculty. The person in this role will have overall carriage of the project within the faculty, including:

1. working with the relevant Sydney eLearning project manager to develop and confirm the project planning documentation
2. communicating with the Sydney eLearning educational designer/s and project manager to ensure the project runs in a timely manner. This includes ensuring all faculty-based staff working on projects meet their project requirements.
3. ensuring the content is delivered on time as set out and agreed in the letter of agreement. This will require the endorsement of the relevant Head of School/Dean to meet this responsibility.
4. ensuring timely academic review of the materials during the development and production process
5. quality assurance of content – following learning materials through a process of draft and review until they are of a publishable standard
6. ensuring that the relevant school is apprised of the ongoing maintenance implications related to the supported units of study and/or resources developed for them
7. evaluating project outcomes at the end of first semester of use by students and sharing results with your faculty eLearning representative. This will help with ideas for future submissions.

Role of Faculty Representatives

Task	Follow up actions
1) Communicate call for EOI	Send around documents to: <ul style="list-style-type: none"> • T & L committee • Faculty mailing lists etc
2) Receive and clarify expressions of interest for the selection meeting	Send finalised expressions of interest to project manager
3) Present expressions of interest from faculty at selection meeting Discuss all expressions of interest with other faculty representatives	Attend first selection meeting and advise staff of meeting outcomes (successful/unsuccessful/requires further clarification)
4) Follow up discussions where required with project manager and staff who have submitted expressions of interest	Meet with staff to clarify expressions of interest where necessary
5) Receive final two page applications from project manager	Read two page applications
6) Contact staff if there are any queries arising from two page applications	Meet with staff to clarify two page applications where necessary
7) Rank two page applications at final selection meeting	Attend second selection meeting to prioritise and rank projects