



Grant Application Packet

Enhancing Distance Education

Goals and Purpose of Project

Both access and retention depend heavily upon quality instruction. Responding to Native Alaska and rural students' learning styles and the challenges of delivering distance instruction require faculty who are knowledgeable and trained in the latest technology and methodology. This activity will provide for sustainable faculty development on the Sitka Campus.

Faculty will be encouraged, and supported by release time, to enhance old courses and develop new courses using the latest and most appropriate technology. Faculty chosen to be involved in training and course development will participate in activities at the Center for Distance Education (CDE) and utilize the education technology specialist and faculty development studio on the UAS Sitka campus.

The intent of this activity is to increase retention and graduation rates among Alaska Native and rural students, both distance and on-campus, by enhancing courses utilizing the most current and most effective instructional technologies and methodologies. The goal is to improve or create 28 separate courses over the five-year life of the grant project.

Eligibility

Full time faculty and adjunct faculty are eligible to apply. Full time faculty can negotiate a buy-out from their regular teaching schedule to work on a proposed project, preferably, as an additional assignment in the summer. Workload adjustments will be discussed with the campus Director.

How to Apply

After you have designed the structure and content of your proposal, prepare this Grant Application Packet and any supplementary materials needed; then deliver it to Marilyn Knapp, Activity 3 Coordinator.

Project Guidelines

Proposal

Use the following question to guide you through creating your project:

- *How can I design, develop, pilot, evaluate and if appropriate, modify and re-pilot an existing or new course?*

Reporting

- Two interim reports and a final report are required. (See attached report forms.)
- Opportunities will be made available for faculty to share an oral report to the faculty and staff of UAS Sitka.

Criteria for Selection

Projects will be evaluated on the level to which they meet the criteria of the Title III Grant goals.

Application Due Date: On or before March 1, 2002





Faculty Development Project Proposal Form

Instructions

Follow these steps in preparing your request for funding faculty development activities that may qualify for Title III Funding.

1. Familiarize yourself with the goals of the Title III grant as outlined on the first page of this packet.
2. Fill out the attached Project Proposal Form to:
 - Identify a specific course upon which you wish to focus.
 - Outline your planned activity including any travel or purchase of materials.
 - Describe how the activity will benefit the course and how it will benefit the goals of the Title III Project.
 - Develop a timeline for completion, including a date for submitting interim and final reports.
 - Develop a budget.
3. Equipment , Materials and Travel
 - a) Your equipment and materials request list must be reviewed by the Title III Activity 3 Educational Technology Specialist (Susie Feero).
 - b) All equipment, materials and supplies purchased with Title III funds must be in accordance with UAS Purchasing Policies and will become part of UAS inventory.
 - c) A Title III Travel Report Form must be submitted to Kathie Etulain prior to travel (attached)
4. Complete a Faculty Stipend Request Form (attached)

Once a proposal is approved, the grantee will be informed of their selection and the resulting responsibility to account for project deliverables and project funds. Two interim reports and a final report should give evidence of the applicant's evaluation of the following project's elements:

Design
Develop
Pilot
Interim Report (1/3 through)
Evaluate/Modify
Interim Report (2/3 through)
Re-Pilot
Final Report (at completion)

Mailing:

3 copies of your completed application must be submitted by **March 1, 2002.**

Deliver to:
Marilyn Knapp
University of Alaska Southeast , Sitka Campus
1332 Seward Avenue, Sitka AK 99835

Questions: Contact Marilyn Knapp at the University of Alaska in Sitka 907-747-7772
or e-mail: Marilyn.Knapp@uas.alaska.edu



Faculty Development Project Proposal Form

Submitted by: _____

Phone: _____ Date: _____

(use a separate sheet of paper if necessary)

1. Identify the course you wish to focus on by name and course number.

Class Title _____ Course # _____

2. Outline of Planned Activity

3. Describe how that activity will benefit the course

4. Describe how you plan to evaluate the results of your project. (See outline on Final Summary Report sheet)

4. Describe how the activity will further the goals of the Title III project

5. Develop a timeline estimate

I will begin the project _____

I will pilot the course beginning _____

I will evaluate/modify the course by _____

I will complete the project and submit my report by _____



Faculty Development Project Proposal Budget Sheet

Administrative services or other indirect costs are not allowable charges on the grant projects.

Outline your proposed budget, keeping in mind that a maximum of 20% of your workload is allowed. You may apply for up to 3 credit hours of release time and up to \$1000 to cover travel or materials needed to complete your project.

Attach the completed Faculty Stipend Request Form from this packet to your budget sheet.

Grantees must comply with University of Alaska requirements and all federal regulations governing the project. Monitoring and evaluation throughout the grant period will be an important part of the project. Grantees will be required to submit periodic and final reports of project performance and project expenditures as prescribed by the University of Alaska. The Business Office of the University of Alaska Southeast will administer the grants and disburse funds to grantees on a *reimbursement basis*, subject to the submission of invoices and all required reports.

TITLE III/TITLE V PROGRAM
FACULTY STIPEND REQUEST FORM

Date: _____

Request for: _____ S.S.# _____
(Name of the Faculty Member)

1. Activity Name _____
2. Describe briefly the specific tasks to be completed by the faculty member (e.g., assessment, development, review of competencies in specific programs leading to the development of Learning Guides)

3. Beginning Date: _____ 4. Ending Date: _____

5. Amount of Stipend: \$ _____

6. Approvals:

Dean _____ Date _____

Division Chair _____ Date _____

Title III/Title V Administrator _____ Date _____

TITLE III/TITLE V PROJECT

TRAVEL REQUEST FORM

Name (type or print)

Ext. No.

Date

Requests approval of Title III/Title V Coordinator to attend the following conference/workshop (or training program):

This conference/workshop will contribute to institutional development and is related to the Title.III/Title V activity in which I am involved in the following way:

A completed _____ Request Form is attached. [The Title III/Title V Office will forward the request to the Business Office with Coordinator approval.]

Request Approved: _____
Title III/Title V Coordinator

Date: _____

=====
For Office Use Only:

Account No.: _____

Estimated Cost: _____



Faculty Development Interim Reports

Assessment Worksheet #1

Submitted by: _____

Phone: _____ Date: _____

Submit this report twice over the course of your project. Focus on milestones in your project's development.

Class Title _____ Course # _____

Timeline _____

*Following your **Outline of Planned Activity**, denote your progress, completion and feedback on each item.*

| Task/ Milestone Details | Completion Date | Summary of Feedback |
|-------------------------|-----------------|---------------------|
| | | |