MEMORANDUM

February 20, 2003

TO: All UWF Faculty

FROM: Gary Howard, Director
       Center for University Teaching and Learning

SUBJECT: Enhancing Teaching and Learning with Technology Program

Faculty are invited to submit proposals for the Enhancing Teaching and Learning with Technology Program offered through the Center for University Teaching and Learning in conjunction with Information Technology Services. This program is designed to meet departmental and college curricular priorities related to the strategic objectives of the University to offer the highest quality courses aligned with the regional student needs, to recruit and reward faculty who seek to employ innovative curricula, and to incorporate appropriate technology into the pursuit of knowledge and learning. Proposals may include the development and teaching of courses for full web delivery or a mixed mode method that combines electronic media with traditional classroom instruction.

Proposals should include the name of the course, a rationale and general plan for the course, a description of the course goals and objectives, and an explanation of how the course will meet the departmental and college curricular goals.

Definitions

- **Web based courses** are delivered entirely over the Internet.
- **Mixed mode courses** are classroom-based courses that blend electronic media-based and face-to-face instruction and that substitute electronic media-based instruction for some classroom time (reduced seat time).
Funding

Faculty whose proposals are selected will receive the following:

- $2,500 compensation. Faculty will be paid in two installments. One-half at the beginning of the project and one-half upon successful completion of the project.

- A Dell laptop computer. The Center for University Teaching and Learning will purchase a laptop for the faculty’s use while developing the course. Upon completion of the program, the computer will be transferred to the individual faculty member for his/her tenure at UWF.

Faculty Commitment

- The faculty member agrees to fully develop or redesign and teach a section of the course as a web-based or mixed-mode class.

- The faculty member agrees to participate in the faculty development program through attendance at all four half-day sessions. These will be provided in one day group and one evening group during the month of May. Sessions will focus on the University’s course management systems and good on-line pedagogical techniques.

- The faculty member agrees to collaborate with an instructional designer from the Center for University Teaching and Learning to complete the course design by December 19, 2003 for delivery during Spring 2004. Some colleges may encourage earlier completions.

Application Deadline and Procedure

The proposal submission deadline is 5:00 p.m. March 17, 2003, to the Center for University Teaching and Learning, Building 53, Room 208. The departmental chair and the college dean must sign the signature page.

GH/jlh

Enclosure
Faculty Proposal
2003 Summer Program
for
Enhancing Teaching and Learning with Technology

Faculty name: ____________________________________________

Campus address: ____________________________________________

Telephone: ____________________________________________

College: ____________________________________________

Department: ____________________________________________

Course number and title: ____________________________________________

Type of delivery for course:
   Web based _________
   Mixed mode _________ (Reduced Seat Time)

Signatures:

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Attach a one page proposal including the following information:

1. The general plan and rationale for designing or converting the proposed course to a web based or mixed mode format.

2. The course goals and objectives and an explanation of how the proposed technology design meets your departmental and college curricular goals.

Due date: March 17, 2003