

Colleagues Committed to Redesign (C²R)

Final Proposals

Final proposals should include the following sections:

Abstract

Following a title page, write a one-page, single-spaced abstract. The abstract should conform to the following format:

- Paragraph 1 – summarize the current (traditional) course including numbers of students enrolled.
- Paragraph 2 – summarize the academic problem that you are addressing.
- Paragraph 3 – summarize the planned course redesign.
- Paragraph 4 – summarize how the redesign will enhance quality.
- Paragraph 5 – summarize how you will assess the impact of course redesign on learning.
- Paragraph 6 – summarize how the redesign will produce cost savings and what you intend to do with the savings.

Application Narrative

- Select a [redesign model](#) and explain why you chose it and how you intend to embody the [Five Principles of Successful Course Redesign](#) within it.
- Describe the learning materials you intend to use.
- Describe how you have taken advantage of consultation services from the Redesign Scholars and the NCAT staff in developing your redesign plan and/or how you plan to do so.
- Select and describe a [cost reduction strategy](#). Explain why you chose it and what you will do with the savings.
- Describe how you will address the [Five Critical Implementation Issues](#).
- Include a brief timeline for your redesign project. You must plan to conduct a pilot during the fall 2008 term. Please describe your plans for redesign beyond the fall pilot.

Worksheets and Forms

- Complete the [Assessment Form](#) for the pilot implementation of your redesign project.
- Complete the [Course Completion Form](#) for the pilot implementation of your redesign project.
 - If you have data for the traditional course, enter it. Enter the planned timeframe and number of students for the redesigned course.
 - If you do not have data for the traditional course, enter the planned timeframe and number of students for both the traditional and redesigned course.

- Complete the [Course Planning Tool \(CPT\)](#). Provide a brief narrative that explains the entries in the CPT where necessary.
- Complete the [Cost Savings Summary Form \(CSS\)](#). Provide a brief narrative that explains the entries in the CSS where necessary.
- Complete the [Course Structure Form \(CSF\)](#). Provide a brief narrative that explains the entries in the CSF where necessary.

Final Application Format

- Submit files in either Word or Excel format. No Acrobat files, please.
- The project abstract, application narrative and any narratives explaining the worksheets and forms should be in one Word file.
- Name all files INSTITUTIONNAME [What the file is—e.g., APPLICATION, CPT, CSF, etc.]

Additional tips and information about the Course Planning Tool:

- Include your institution's name and the course name on each spreadsheet page.
- You must fill in all 3 spreadsheets.
- You must translate your data to cost per student.
- Please explain the spreadsheets in the course planning tool narrative. This is the place to elaborate any aspect of the planning tool that is not self-evident, to explain variations among personnel (e.g., 2 TAs teach 1 section, 1 TA teaches 2 sections), etc.
- Please do not add spreadsheets to the tool. Include additional data or comments in narrative.
- Please be clear about whether you are showing one section or the whole course and whether you are showing one term or the whole year.
- Be sure to include benefits costs in personnel costs.

Submission of Proposals

A draft of the Course Planning Tool (CPT) must be submitted electronically to Kay Katzer at kkatzer@theNCAT.org by **May 23, 2008** (1 week prior to the final proposal deadline) for preliminary review.

Final proposals should be submitted electronically to Pat Bartscherer at patb@theNCAT.org.

Deadline for Submission of Final Proposals: June 1, 2008.