

Final Proposals

Final proposals should include the following sections:

Abstract

Following a title page, write a one-page 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 your modularization strategy.
- Select and describe a [cost reduction strategy](#). Explain why you chose it and what you will do with the savings.
- Include a brief timeline for your redesign project. You must plan to conduct a Phase I pilot during spring 2008, a Phase II pilot during fall 2008, and a Phase III pilot during spring 2009.
- Include a project budget and a budget narrative.

Worksheets and Forms

- Complete the [Assessment Forms](#) (2) for the pilot and full implementation of your redesign project.
- 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.

Readiness Criteria

- Include a revised version of your responses to the eight Course Readiness Criteria (about one page each) as they apply to the selected course, focusing on evidence that demonstrates the way in which they meet each criterion.

Final Application Format

- Submit files in either Word or Excel format. No Acrobat files, please.
- Name all files INSTITUTIONNAME [What the file is—e.g., APPLICATION, CPT, CSF, etc. Include your institution's name on each spreadsheet page.

Additional tips and information about the Course Planning Tool:

- 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 a section or the whole course or whether you are showing one term or the whole year.
- Be sure to include benefits costs in personnel costs.

Course Planning Tool (CPT) drafts must be submitted electronically to Pat Bartscherer at patb@theNCAT.org by **July 9, 2007**, for preliminary review.

Final proposals should be submitted electronically to Treva Berryman, Associate Vice Chancellor for Academic Affairs at treva.berryman@tbr.edu.

Proposal Submission Deadline: [July 15, 2007](#).