

MISSOURI COURSE REDESIGN INITIATIVE Final Project Plan Format

Final project plans should include the following sections:

Abstract

Following a title page, write a one-page abstract conforming to the following format:

- Paragraph 1 – summarize the current (traditional) course sequence 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 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 specifically the changes to the traditional course structure that will result from the redesign (i.e., number and kinds of class meetings, number and kinds of sections including size(s), staffing plans, student requirements, testing, attendance management and other relevant logistics).
- Name and describe the learning materials/software you intend to use.
- Describe the [cost reduction strategy](#) you intend to use. Explain why you chose it and what you will do with the savings. This plan must be developed in consultation with your campus provost/chief academic officer.
- Describe how you will address the [Five Critical Implementation Issues](#).
- Include a brief timeline for your redesign project. You must plan to conduct an initial pilot during the spring 2012 term and full implementation during fall 2012.
- Each final plan must include a project budget developed in consultation with your campus provost/chief academic officer. Because various redesigns differ in regard to what they cost to develop, each team must consult with the provost/chief academic officer about an appropriate development budget.

Worksheets and Forms

- Complete the [Assessment Forms](#) (2) for the pilot and full implementation of your redesign project.
- Complete the [Course Completion Forms](#) (2) for the pilot and full implementation of your redesign project.
 - If you have course completion 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.

Additional tips and information about the Course Planning Tool:

- Include your institution's name and the course name on each worksheet page.
- You must complete all four worksheets.
- Do not add worksheets to the tool. Include additional data or comments in the narrative.

Submission of Final Plans

A draft of the Course Planning Tool (CPT) plus any explanatory narratives must be submitted electronically to Carolyn Jarmon at cjarmon@theNCAT.org by July 1, 2011 (two weeks prior to the final submission deadline) for preliminary review. NCAT staff will review these drafts and send you comments if there are errors or questions. You must revise these documents and include the revisions as part of your final proposal.

Miscellaneous

- 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, CSSF, etc.] *Examples:* CSCC APPLICATION, JSCC CSSF, MDC ASSESSMENT.

Final proposals should be submitted electronically to Pat Bartscherer, NCAT Program Manager, at patb@theNCAT.org with a copy to your campus provost/chief academic officer.

Deadline for Submission of Final Plans: July 15, 2011.