2005 FIRST YEAR ONLINE LEARNING FUNDING SCHEME

GUIDELINES

PURPOSE

The University of Queensland’s Strategic Plan 2005-2009 will include as an operational priority the provision of programs/initiatives to improve the learning experience of first year students.

The First Year Online Learning Funding Scheme aims to encourage the adoption of online learning options where it will enhance face-to-face learning in first year courses.

NATURE OF THE SCHEME

The Scheme will provide funding to assist with the innovative design or redesign of web-based learning tools for a first year course, with a view to providing enhanced learning opportunities and options for students, and improving student learning outcomes.

Priority will be given to projects that involve team-based teaching in large first year courses.

The Scheme will involve the Project Team working with a TEDI team of educational and instructional designers in the incorporation and development of innovative learning resources.

FUNDING

The Scheme is funded by the Deputy Vice-Chancellor (Academic). Funding of a maximum of $10,000 per course will be provided on condition that these funds will be matched by funds by the School/s involved in teaching the course.

A maximum of two (2) projects per School will be considered for funding.

Funding will be released as Project milestones are met: agreement of Project scoping and timeline (50 percent); on Project completion and submission of Project report and evaluation (50 percent).

CONDITIONS

1. Each project will be managed by a Project Team which will meet periodically to maintain a Team focus. Teams will report to the Head of School.

2. A Project Leader must be nominated from within the Project Team to be responsible for the overall progress of the project, including the achievement of Project milestones and liaison with the TEDI team.

3. The Project Leader will provide periodic progress reports through the Head of School to the Deputy Vice-Chancellor (Academic). The Project Team will present the results of its project at a wrap-up workshop and at TEDI Teaching and Innovation Showcases.
4. Project applications must include a project budget, which identifies:
   
a. Funds sought from the DVC(A)
b. Funds to be provided by the School's
c. How funds will be spent – e.g. to provide teaching relief for the Project Leader and/or other team members; for course content development; for TEDI resource development

   *It will be important to ensure that the staff working on the project have these activities accounted for in their workload.*

5. Successful Project Teams will work with a TEDI team of educational and instructional designers in the incorporation and development of innovative learning resources.

6. If the project involves the development of a web-based course tools, the application software to be used will be *Blackboard*. The course website will operate on a central University server.

7. Learning resource development will be undertaken by TEDI working with the Project Team. This will ensure that resources are developed to University standards and multimedia development guidelines and that the resources can be used, developed and maintained beyond the initial development phase.

8. The TEDI Project Manager will provide periodic progress reports on the Project to the Project Leader and to the Director, TEDI.

**Selection of Projects**

Projects will be selected by a panel consisting of the:

   - Deputy Vice-Chancellor (Academic)
   - President, Academic Board
   - Director, Teaching & Educational Development Institute

In the selection process, the panel will consider the following:

- the extent to which the project is strategically important to the School or program/s in which it is offered
- how the online learning tools/enhanced online learning tools are expected to
  - provide options for accessibility of learning opportunities
  - improve students’ learning experiences and outcomes
- the development of a coherent and feasible project implementation and completion plan, including future funding.
2005 FUNDING SCHEME PROCESS

STAGE 1: Application and Selection Process

- In October 2004, applications are invited from Heads of School
- At least one member of the prospective Project Team MUST attend an information seminar to be held
  
  On: 10 November 2004  
  From: 10.00 a.m. – 12.00 noon  
  At: Room 201, General Purpose North Building (39A)  
  UQ St Lucia Campus  
  
  At this seminar, TEDI staff will provide:
  - an overview of the Funding Scheme
  - assistance with the conceptualisation and development of a funding application and will be able to discuss project ideas with prospective applicants
  - details of the learning resource development process (including scoping and budgeting), including the assistance the TEDI Team provides in this process
  - an outline of the time commitment involved from Project Team members, particularly the Project Team Leader, and the importance of School support for the Project
  - an outline of the importance of developing a coherent and feasible project implementation and completion plan.

- Applications will close on 20 December 2004
- The Selection Panel will convene in mid-February 2005
- Applicants will be advised of the outcomes in early March 2005.

STAGE 2: Planning Process

- A workshop for successful applicants will be held in March 2005 to introduce Project Teams to their TEDI educational and instructional design team and to provide Project Teams with more detailed information on the resources scoping process.
- During this stage, the Project Team will meet regularly with the TEDI team
  - to develop and agree the project framework and
  - to plan for the development and incorporation of appropriate learning resources
  - to develop a scope document, timeline and budget for learning resources development.
- Stage 2 is to be completed by the start of Semester 2, 2005. A Stage 2 report, including the scope document, is to be submitted by the Project Leader via the Head of School to the Deputy Vice-Chancellor (Academic). Fifty (50) percent of project funding will be released on receipt of this report.
**STAGE 3: Development Process**

- The Project Team will work to complete the project, ready for implementation in semester 1, 2006.

- Periodic reports will be provided by both the Project Team and TEDI Teams.

- A final report and evaluation will be submitted to the DVC (Academic). The second 50 percent of Project funds will be released on submission of the report and evaluation.

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**FOR FURTHER INFORMATION, PLEASE CONTACT:**

The Senior Manager (Policy)  
Office of the Deputy Vice-Chancellor (Academic)  
*Tel:* 3365 7255  
*Email:* m.lavery@admin.uq.edu.au