TO: College of Engineering Faculty and Instructional Staff

FROM: Paul S. Peercy, Dean

RE: Call for Proposals for the John and Jean Berndt Technology Enhanced Learning Initiative

PURPOSES OF THE INITIATIVE

- To develop and deliver educational materials online.
- To integrate the use of technology into the delivery of on-site classes.
- To improve the quality of education while reducing the cost per student.
- To explore the use of innovative new technologies in education and learning.

Ancillary purposes:
- To support and raise the visibility of the College of Engineering’s Engineering Beyond Boundaries educational transformation activities.
- To assist faculty and instructional academic staff members involved in developing, implementing, and evaluating Technology Enhanced Learning (TEL) projects, particularly those projects with the potential for broad programmatic application and for reduced cost of teaching and learning.
- To build TEL expertise within the College of Engineering faculty and instructional academic staff via periodic interaction among grant recipients and interactions of grant recipients with the larger faculty and instructional academic staff community.
- To help provide sustainable development and evaluation of TEL activities.

PROPOSAL AND SUPPORT REQUEST

Faculty and instructional academic staff may request funds that can be used to cover a variety of expenses associated with developing a new course for delivery in a TEL format or for modification of an existing course for delivery in this format. Requested funds may include salary support, supplies, student assistance, etc. Proposals must be no more than three pages in length (8.5” x 11”, single spaced, 12-point type, with 1” margins), include a cover page (see attached), a budget (see attached format), and curriculum vitae. Funding requests should not exceed $40,000 per proposal. Up to two awards will be made per year, if funds allow.

PROJECT DESCRIPTION
• Describe the specific activity or learning process that you will design and implement, and define the learning outcomes expected from this project; include a clear assessment plan.
  o Describe the purpose, objectives and programmatic significance of the project (see purposes above).
  o Discuss how your proposal builds on successful approaches at other institutions.
  o Describe the way(s) in which the proposed project will use technology in the context of teaching and learning in engineering education.
  o Identify the course(s) that will be affected by TEL Initiative funds.
• Explain how the project will assist the College of Engineering in meeting its strategic objective of educational excellence and leadership, will meet student needs, will support curricular needs, and will benefit the College of Engineering.
• If the project goes beyond moving a course from classroom lectures to the Internet, describe how you plan to integrate the curriculum and make changes to course delivery.
• Include a plan for dissemination to other faculty and staff within the college, department, unit, and the university.

IMPLEMENTATION PLAN

• Provide a timeline for development and implementation of the course.
• Describe the roles and responsibilities of teaching and/or research assistants, college support staff members, outside consultants/advisors, etc.
• Indicate clearly if the proposed project will need specific support for video streaming, intensive or dedicated technical support, extensive use of other media, or technology resources in the college.
• Identify personnel and any additional institutional resources and collaborative arrangements needed to conduct the project.
• Describe what resources will be needed to sustain the TEL course beyond this funding, and where these resources will come from.

SUSTAINABILITY

A major objective of the John and Jean Berndt Technology Enhanced Learning Initiative is to reduce the cost of engineering education while maintaining or improving the high quality of the UW-Madison College of Engineering education and learning experience. Describe how this TEL-funded project can be leveraged to achieve that objective. Sample plans might include:

• Identify a colleague who might be able to use the learning materials you develop in his or her own class, and how you will mentor this user by sharing both the materials and any lessons you learned in the process of developing and using the product in teaching.
• Develop a detailed plan to reduce faculty and instructional academic staff time spent in classroom lectures by providing lectures on the internet for multi-year use, along with background and supporting material.
• Develop a website and supporting materials (e.g., help files, learning evaluation approaches and results, self-paced learning with real-time feedback, etc.) that can be used to deliver a course or modules of a course.
CONDITIONS

Ownership, control and access to any product resulting from this award will be handled consistent with UW System policy and college practices. Specific conditions will be discussed with the Dean’s Office prior to development of instructional materials funded under this program.

TIME LINE AND DEADLINE

1. November 7, 2011: Email announcement to the faculty and instructional academic staff.
2. March 30, 2012: Submission Deadline. Submit proposal electronically to the dean of the College of Engineering at peercy@engr.wisc.edu.
4. July 1, 2012-June 30, 2013: Develop and implement the project.

ELIGIBILITY

TEL Initiative funds are available to University of Wisconsin-Madison faculty and instructional academic staff members. Co-investigators may be adjunct faculty members, academic staff, civil service, and/or students.

SELECTION PROCESS

- A John and Jean Berndt Technology Enhanced Learning Initiative Selection Committee will be appointed by the Dean of the College of Engineering, in consultation with the Associate Deans.
- The John and Jean Berndt Technology Enhanced Learning Initiative Selection Committee will screen applications based on the purposes and objectives of the Initiative, and select finalists for further consideration.
- Screening of finalists may include interviews with department chairs, associate and assistant deans, student advisors, etc.
- Upon completion of the proposal evaluation process, the committee will forward its recommendation to the Dean of the College of Engineering, according to the above time line.
- The dean will notify the recipient(s) of funding through the John and Jean Berndt Technology Enhanced Learning Initiative.
APPLICATION FORM COVER PAGE

John and Jean Berndt Technology Enhanced Learning Initiative

Section 1 - Applicant Data

1. Name:
2. Title:
3. Department: College:
4. Office Phone:
5. Email Address:
6. Title of Proposed Project:
7. Abstract (Two or three sentences):
8. Amount requested:
10. Attach a budget (Appendix A) with a line-by-line justification.

Signature: ________________________________________________
Faculty or instructional academic staff

Section 2 – Departmental or College Approval

I have read the attached proposal and support the application.

Signature: ________________________________________________
Department Chair or Associate Dean
Appendix A  
Budget Estimate ¹ 
John and Jean Berndt Technology Enhanced Learning Initiative

Name: 
Department:       College:
Title of Proposed Project:

<table>
<thead>
<tr>
<th>Time Base</th>
<th>Amount</th>
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<td>I. Salaries and Wages</td>
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<td>Salary Support</td>
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<td>Technical/Clerical</td>
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<td>Graduate Assistant(s)</td>
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<td>Student Assistant(s)</td>
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<td>Fringe Benefits</td>
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<td>Sub-total Salaries and Wages</td>
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| Operating Expenses | |
| Supplies and Materials | |
| Contractual Services | |
| Sub-total Operating Expenses | |

| Total | |

BUDGET JUSTIFICATION

Provide a line-by-line justification of the budget presented above (append additional pages as necessary).

¹ The John and Jean Berndt Technology Enhanced Learning Initiative Selection Committee, in consultation with the Dean of the College of Engineering, reserve the right to negotiate partial funding.

Submit completed proposal electronically to the Dean of the College of Engineering, peercy@engr.wisc.edu. Submission deadline is March 30, 2012.