

Request for Proposal Fall 2019 eCampus Technology Equipment Program

eCampus

San José State University Instructional Resource Center (IRC) 206

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www.sjsu.edu/ecampus

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1. Summary

The San José State University's eCampus is accepting innovative educational technology equipment proposals. **The proposed equipment must be used as part of course instruction. The proposed equipment must have direct interaction and contact with your students.** The proposal cannot exceed a **maximum budget of \$7,500**.

This RFP is for technology equipment (hardware) only. It does not include training or ongoing maintenance. For example, a request for 10 mobile devices for students to use in class would meet the requirements whereas a request for training on a specific software application would not. The goal of the proposal should be to improve student success.

The purpose of this RFP is to encourage faculty from a variety of disciplines and at varying technological competencies to redevelop their courses that will integrate technology equipment in a meaningful way into the course activities. The proposed equipment must be implemented during the Fall 2019 semester. Faculty participants will receive the equipment to be used in their course(s). Faculty participant training will take place during the summer and fall. There will be both on-campus and online meetings. Previous participants are eligible if partnering with a non-previous participant.

Questions regarding the proposal should be directed to:

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2. Purpose, Description, and Objectives

Purpose

San José State University's mission is to enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship. With a geographic location in Silicon Valley, the demand of technological innovation as it relates to the potential benefits for multicultural and global students define a purpose for the development of high quality technology-enhanced courses.

Description

The mission of eCampus is to advance the effective use of current and emerging technologies to cultivate excellence in teaching and to foster significant student learning. eCampus envisions and promotes a pervasive learning environment where opportunities for acquiring and accessing

knowledge as well as participating in a community of scholarship are ever present. eCampus supports the use of Canvas for teaching and learning online.

Objective

Our objective is to assist faculty in the design and development of an engaging and interactive technology-enhanced course that enriches the experience of the student learners. The focus is on the inclusion of new technologies to complement and supplement teaching activities. Successful course development will come from a team development process. Faculty involved will be provided with instructional support with their course from trained and experienced instructional designers. Faculty will also receive information and resources pertaining to technical ideas and issues. They will receive support and feedback from their peers similarly based in the faculty learning community.

3. Contract Terms

The San José State University eCampus will confirm contract terms upon selection. This will include the disbursement of the equipment prior to and/or beginning of the Fall 2019 semester. This will require participating in a kick-off meeting and signing off on the receipt of the equipment. This also requires participation and completion in all activities noted in *Phases I and II*. A certificate of participation will be awarded to all participants who meet the requirements of the program.

4. Timeline

This is a competitive process with all proposals to be received by **Sunday, April 28, 2019 11:59 p.m. PST**. Late submissions will not be considered. The proposal must contain the signature of the college information technology consultant/network analyst, department chair/director, and the college dean.

The faculty members whose proposals have been selected will be contacted by **Friday, May 3, 2019**.

For those whose proposals are accepted, there are two phases to the project with distinct deadlines. At the end of each phase, a progress report is due outlining the tasks completed (a checklist will be provided).

Phase 1: Design and Development

May 31 – August 18

Training

- Attend an online kick-off session on May 31, 2019 from 10:00 a.m. – 11:00 a.m.
 - Requires a camera and microphone
- Attend an eCampus Workshop
- Attend the Applying the Quality Matters Rubric training (in-person for one day or online for three weeks offered by CSU Academic Technology)*
 - Participating courses are not required to be taught online. These training sessions provide best practices regarding teaching and course design.
- Complete activities in the Canvas program space

Design

- Meet one-on-one with an instructional designer
- Make changes based upon feedback
- Receive equipment
- Gather and develop course materials (must meet *accessibility and copyright* requirements)
- Upload course materials on Canvas
- Submit *progress report #1*
- Adequate completion levels indicated on *progress report #1*

Phase 2: Implementation and Evaluation

August 19 – December 22

Implementation

- Teach the course
- Complete activities in the Canvas program space

Evaluation

- Evaluate and assess the effect of the use of the equipment in your course
- Develop a presentation showcasing all aspects of your project and present at a faculty showcase event (additional information regarding the format and event will be provided to participants)
- Meet one-on-one with an instructional designer
- Complete program evaluation
- Submit *progress report #2*
- Adequate completion levels indicated on *progress report #2*

After completing Phase 2, you will receive a Certificate of Participation.

* If the training has already been completed, it does not need to be completed again. Proof of completion is required (certificate). New participants will need to complete the training during summer 2019. Previous online teaching is not required for participation in the training.

5. Proposal Guidelines and Requirements

Please use the following as a guideline to develop the content and format of the proposal. The proposal should be submitted online only using the online application form available on the eCampus Technology Equipment Program website:

<http://www.sjsu.edu/ecampus/programs/technology-equipment/index.html>

I. Proposer's Information

Provide basic information about the Proposer: eligibility, name, email address, telephone number, and department.

II. Course Description

- Provide details about the proposed course that will be taught in Fall 2019: semester, title, section, description and a copy of the proposed syllabus.
- Is this course part of the General Education (GE) program?
- Which course mode is this course? (online, hybrid, in-person)
- How many students are typically enrolled in one section of this course?

III. Qualification

Part A

Provide details about your background in teaching and use of technology.

- Describe your experiences with instructional technologies as an instructor.
- What teaching methods do you typically use in your course?
- Describe whether or not the use of the equipment will change your teaching methods.
- Describe the assessment and evaluation tools you plan to use in this course.

Part B

Provide detailed information regarding the equipment proposed.

- Describe the proposed equipment.
- Provide a rationale for the equipment.
- Describe how the incorporation of this technology will meet the course's learning objectives.
- Describe the implementation plan for including this technology into your curriculum.
- Describe how this equipment benefits the students in the course.

Part C

Provide a budget. Download the template from the eCampus Technology Equipment Program website and fill in the required information that indicate the following:

- Exact item name
- Number of items (if more than one)
- Exact item cost (also include warranties)
- Anticipated total

Agree to completion of the requirements of the two phases.

6. Evaluation Criteria

A committee composed of members from eCampus will evaluate course proposals. All completed proposals will be reviewed based upon the following criteria:

- Proposal content - All areas have been addressed with adequate detail and meets budget allowance
- Course requirements – Scheduled for Fall 2019
- Availability - Agreement to participate in all components noted in the two phases

7. Dean, Department Chair, and College IT Consultant/Network Analyst Approval

Faculty need to complete and submit a signed approval form from the Dean, Chair of the Department, and College IT Consultant/Network Analyst specifying details about the course and the semester in which it will be taught. The form is available on the eCampus Technology Equipment Program Website:

<http://www.sjsu.edu/ecampus/programs/technology-equipment/index.html>

Please attach it with your proposal submission.