Request for Proposal

eCampus Summer iPad Program

eCampus, Academic Technology
San José State University Instructional Resource Center (IRC) 206
One Washington Square, San José, CA 95192-0026 408.924.2856
www.sjsu.edu/at/ec
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1. Summary

The San José State University Academic Technology - eCampus is accepting iPad project proposals. The program offers two tracks: faculty and staff.

The faculty track involves the design, development, and eventual delivery of an innovative and engaging course utilizing an iPad and SJSU software applications. This course is to be taught during the Fall 2016 semester.

The staff track involves the design, development, and eventual delivery of an innovative and engaging work-related project utilizing an iPad and SJSU software applications.

The purpose of this RFP is to encourage faculty and staff from a variety of disciplines and at varying technological competencies to redevelop one of their courses or current processes that will fully integrate an iPad into the course/work activities. Faculty and staff participants will receive an iPad to be used in their course/project. Upon successful completion of the program, the iPad will become part of the department property. Training will take place during the summer. There will be four on-campus meetings and all other sessions held online (and recorded).

Questions regarding the proposal should be directed to:

Jennifer Redd, PhD
Director of eCampus, Academic Technology
408-924-2734
ejennifer.redd@sjsu.edu

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 and staff in the design and development of an engaging and interactive technology-enhanced course/project that enriches the experience of the student learners. The focus is on the use of an iPad as a main instructional/productivity tool. Successful course/project 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. Staff involved will be provided with project support to assist with implementation. Faculty and Staff 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 learning community.

3. Contract Terms

The San José State University Academic Technology - eCampus will confirm contract terms upon selection. This will include the disbursement of an iPad at the start of the program in early June. This will require visiting the campus for a kick-off meeting and signing off on the receipt of the iPad. At the end of the program, December 2016, all participants will attend an on-campus lunch meeting to showcase their courses/projects. A certificate of completion 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 Friday, May 20, 2016 11:59 p.m. PST. Late submissions will not be considered. The proposal must contain the signature of both the department chair/director and the college dean.

The faculty and staff members who have been selected will be contacted by May 27, 2016.

For those whose proposal is accepted, there are three 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). Webinar sessions will be recorded in case you are unable to attend a session at the scheduled time. Note the different codes: $F$ = Faculty Track, $S$ = Staff Track, $E$ = Both Faculty and Staff.

Phase 1
June 1 – June 30
- Attend an on-campus kick-off session (Getting Started with an iPad) $E$
- Attend an online Canvas workshop $E$
- Attend a webinar: Universal Design for Learning and Course Design $F$
- Attend a webinar: Qualtrics $S$
- Meet one-on-one with an instructional designer $F$
- Meet one-on-one with an eCampus Staff Member $S$
Attend an on-campus Apple Training
Explore your iPad and iPad Applications
Complete activities in the Canvas program space
Submit progress report #1
Adequate completion levels indicated on progress report #1

Phase 2

July 1 – August 25

Attend an on-campus Adobe Training
Attend a webinar iTunesU
Attend two professional development webinars and/or on-campus workshops that will cover educational technology topics, such as affordable learning solutions, accessibility, clickers, Google, WebEx, Respondus, iPad applications etc…
Attend the Introduction Quality Matters Webinar
Optional: Faculty attend Applying the Quality Matters Rubric Online Training
Develop course organization and navigation
Gather and develop course materials (must meet accessibility and copyright requirements)
Meet one-on-one with an instructional designer
Make course changes based upon feedback
Develop project plan
Gather and develop project materials (must meet accessibility and copyright requirements)
Meet one-on-one with an eCampus Staff Member
Make project changes based upon feedback
Complete activities in the Canvas program space
Submit progress report #2
Adequate completion levels indicated on progress report #2

Phase 3

August 26 – December 20

Teach the course
Implement the project
Meet one-on-one with an instructional designer
Meet one-on-one with an eCampus Staff Member
Upload course/project materials on Canvas
Develop a presentation displaying the course/project and discuss the iPad and additional technologies implemented
Attend on-campus course/project showcase lunch
Complete program evaluation
Submit progress report #3
Adequate completion levels indicated on progress report #3

After completing Phase 3, you will receive a Certificate of Completion.
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 Summer iPad Program website:

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

II. Course Description – Faculty Track
- Provide details about the proposed course that will be taught in Fall 2016: semester, title, section, description and a copy of the proposed syllabus.
- Is this course part of the General Education (GE) program?
- How many students are typically enrolled in one section of this course?

II. Project Description – Staff Track
- Provide details about the proposed project that will be implemented in Fall 2016: rationale, audience, description, goal
- Can this project get implemented in other departments?
- How many students, faculty, and staff will get affected by this project?

III. Qualification
Provide details about your background and use of technology.
- Describe your experiences with instructional technologies.
- Describe your experiences using an iPad.
- Indicate why you are interested in developing your course/project using an iPad.
- Create a list of mobile applications you are interested in including.
- Describe the assessment and evaluation tools you plan to use in this course/project.
- Agree to completion of the requirements of the three phases.

6. Evaluation Criteria

A committee composed of members from Academic Technology - eCampus will evaluate proposals. All completed proposals will be reviewed based upon the following criteria:
- Proposal content - All areas have been addressed with adequate detail
- Course requirements – Scheduled for Fall 2016 (Faculty Track Only)
- Project requirement – Approved for department implementation in Fall 2016 (Staff Track Only)
- Availability - Agreement to participate in all components noted in the three phases
7. Dean and Department Chair Approval

Faculty and Staff need to complete and submit a signed approval form from the Dean and Chair of the department specifying details about the course and the semester in which it will be taught or the approval to participate in the project track. The form is available on the iPad Summer Program page: [http://www.sjsu.edu/at/ec/iPadTraining/submission/iPad_Signature_F_S.pdf](http://www.sjsu.edu/at/ec/iPadTraining/submission/iPad_Signature_F_S.pdf)

Please attach it with your proposal submission.