

**eCampus Office of Quality Assurance:
Request for Proposal 2021/2022**



eCampus
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<http://www.sjsu.edu/ecampus/programs/eoqa/index.html>

1. Summary

eCampus Office of Quality Assurance (EOQA) at San José State University (SJSU) is awarding faculty grants in the amount of \$1,500 (USD) to *enhance* the quality of online courses and *deliver* innovative and engaging online courses. EOQA invites all faculty (full time, associate, assistant and adjunct Professors) to submit a proposal for the online course development grant.

EOQA's goal is to provide access to high quality, student-centered courses that reflect best practices and promote excellence in online teaching and learning. EOQA will assist faculty with course design and development by providing resources, workshops, peer reviews and tailored training throughout the process.

2. Purpose and Guiding Principles

eCampus is a unit in The Office of Student and Faculty Success at San Jose State University with the mission to advance the effective use of current and emerging technologies to cultivate excellence in teaching and to foster significant student learning. Our primary goal is to advance the instructional mission of the University by providing technology and support for teaching and learning in online teaching environments. Our Office of Quality Assurance has the following three broad goals:

1. Establish and maintain quality standards for online and hybrid courses and support campus-wide initiatives to encourage development of high-quality online teaching at SJSU.
2. Provide effective training and support for faculty who wish to design, develop and teach quality online or hybrid courses, while implementing and testing innovative methods and techniques.
3. Ensure that all online and hybrid courses are accessible and provide a high-quality learning experience that provides equal opportunities for success for all students.

The EOQA goals are in line with the CSU's Graduation Initiative 2025 specifically addressing the measure of ensuring effective use of technology is part of every CSU student's learning environment. Additionally, our approach follows guidelines proposed in SJSU's Four Pillars of Student Success that promote the development of:

- richer and more readily accessible on-line supplemental study materials;
- more elaborate and interactive homework and self-check instructional materials; and
- more engaging in-class teaching strategies.

3. Priority Guidelines

The Request for Proposals will go out to all faculty members. The priority guidelines are as follows:

- Target completely online courses offered during 2021-2022
- Participation of faculty members is available to (1) faculty who have been assigned to teach a completely online course for the first time or (2) faculty who have taught a completely online course at least once at the university level
- Availability of faculty during the fall 2021, winter 2021, and spring 2022 semesters
- Plans to teach a completely online course in the academic year 2021-2022

Selected faculty members will be assigned a Faculty Quality Assurance Campus Team Leader. This Team Leader is a previous Quality Assurance Grant Recipient. He/she will serve as a leader and resource and will provide support throughout the entire grant project.

4. Requirements

The completion of the program includes meeting the following requirements:

- Attend monthly webinars about Quality Assurance and its importance, accessibility, authentic assessments, copyright, lecture capture, and universal design for online learning
- Complete the Quality Matters training courses: Applying Quality Matters Rubric or Improving Your Online Course (If already completed one, complete the other course.)
- Revise course materials to meet accessibility requirements using integrated tools and have the course reviewed for accessibility by an accessibility specialist
- Peer review a course using the Quality Matters Rubric/Review Sheet
- Complete surveys and distribute a survey in one section of your course in the Fall 2021 or Spring 2022 semester
- Meet with the Faculty Quality Assurance Campus Team Leaders for an interview

- Based upon feedback, make changes/updates to his/her online course [Note: The Faculty Quality Assurance Campus Team Leaders will provide additional feedback and guidance during the revision process.]

5. Proposal

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 EOQA website:

<http://www.sjsu.edu/ecampus/programs/eoqa/program/index.html>

The proposal should include the following components:

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 the 2021-2022 academic year: semester, title, section, description and a copy of the proposed syllabus.

III. Qualification

Provide details about your background in online teaching and/or teaching with technology, and your interest in the Quality Assurance program:

- Describe your teaching experience with online courses and instructional technologies.
- Describe your experience with developing online course materials (e.g., accessible materials, authentic assessments, etc...).
- Explain why you are interested in the Quality Assurance Program
- Explain your level of commitment to the requirements of the program.

6. Program Deadlines

Proposals are due by **September 5, 2021 11:59 p.m.** *Late and incomplete proposals will not be considered.* The following table provides the timeline of events:

Online Proposal Submission Due	September 5, 2021
Decision on Proposal and Notification	September 10, 2021
Start of the Program	September 20, 2021
End of the Program	May 31, 2022

Proposal reviews will begin immediately after the application deadline and continue until all proposals have been evaluated. Evaluations and notifications are expected to be completed by September 10, 2021. Faculty with accepted proposals must be available to start participation in the program in September. All meetings will be online.

7. Contract Terms

EOQA will finalize contract terms upon selection. The stipend will be disbursed after completing the Quality Matters training, completing a peer review, making the suggested updates to the course, and meeting with your faculty quality assurance campus team leader. A certificate of completion will be awarded to all participants who meet the requirements of the program.

8. Chair's Approval

Faculty need to complete and submit a signed approval form from the chair of the department specifying details about the course and the semester in which it will be taught. The form is available on the EOQA Program page: <http://www.sjsu.edu/ecampus/programs/eoqa/program/index.html>. Please attach it with your proposal submission.

9. Questions

For questions about the proposal, contact:

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