REQUEST FOR PROPOSAL (RFP)

Academic Senate for California Community Colleges Open Educational Resources Initiative (OERI) - Summer and Fall 2019 Short-Term OER Development Projects

RFP Release Date: May 6, 2019
RFP Due Date: May 30, 2019, 5pm, PST

Academic Senate for California Community Colleges (ASCCC)

1 Capitol Mall, Ste. 340

Sacramento, CA 95814

Contents

Request for Proposals

Purpose

The goal of this funding opportunity is to increase the adoption of open educational resources (OER) in the California community colleges (CCCs) by increasing the availability and adoptability of OER text-equivalents. "Adoptability" may be increased through the modification of existing resources or the development of ancillaries.

This initial OER development funding opportunity is explicitly designed for projects of a limited scope that can be completed in a short period of time. The OERI anticipates funding projects with a broader scope and a longer duration in the future.

Important Dates

"Letters of Interest" were requested and due on April 26, 2019. These letters were intended to assess faculty interest in OER development, encourage faculty to consider OER-development activities that they might wish to engage in, and to inform the development of the application process. All CCC faculty, regardless of whether they submitted a letter of interest, are eligible to submit a proposal.

- Applications are due May 30, 2019 at 5pm PST. Late applications will not be accepted, and incomplete applications will not be reviewed.
- Award notifications will be made no later than June 10, 2019.

Informational office hours will be held via Zoom at the following dates and times to address questions pertaining to the application process. Access the office hours by logging into Zoom and using the meeting ID oer4all or via this link: https://cccconfer.zoom.us/my/oer4all

- Wednesday, May 8, 4:00-5:00pm
- Thursday, May 9, 5:00-6:00pm
- Tuesday, May 14, 11:00am-12:00pm
- Thursday, May 16, 1:00-2:00pm
- Friday, May 17, 12:00-1:00pm

Additional opportunities for asking questions and obtaining clarification will be provided as needed. General questions may also be posted in the OERI's Canvas resource, available at: tinyurl.com/ASCCC-OERI. "Enrollment" is required to post a question.

Questions may also be submitted via E-Mail to info@asccc.org.

Please find the Proposal Evaluation Rubric on the final page of this document.

Background

The Academic Senate for California Community Colleges (ASCCC) Open Educational Resources Initiative (OERI) is an ASCCC initiative that has five initial years of funding. Primary goals of the OERI are to increase student success and address educational inequities by increasing the availability of open educational resources (OER) and adoption of OER text-equivalents by California community college (CCC) faculty. In order to contribute to the available OER, the OERI will fund the development of OER by CCC faculty that address identified gaps in currently available OER. All products completed with these funds must be licensed as CC-BY or CC-BY-NC (please see https://creativecommons.org/licenses/ for details about these Creative Commons licenses). Individual faculty or teams of faculty may apply.

The focus of funded activities must be on increasing the likelihood of faculty adoption of OER by either:

1.   making an OER text-equivalent available for a course commonly taught in the CCCs for which it has been established that OER are lacking,
2.   improving upon an existing OER text-equivalent for a course commonly taught in the CCCs, or
3.   developing ancillary resources that:
    a. address one or more of the OERI Statewide Priorities or
    b. increase the likelihood of OER adoption by supplementing an OER text-equivalent for a course commonly taught in the CCCs.

Funded activities will be those with the potential to have a statewide impact. Unlike many prior funding opportunities that were focused on reducing textbook costs by supporting an individual faculty member to make curricular modifications, these funds are intended to make additional OER available that have the potential to impact OER adoption throughout the system.

While the OERI has identified general statewide priorities (see below), activities that are well-justified and beyond the scope of these priorities will be considered and are likely to be competitive. As the goal is to fund "short-term" activities, it is likely that some of the identified priorities, as well as some of the projects faculty have been considering, will not be appropriate for this funding opportunity. Longer-term funding opportunities are anticipated in the future.

OER development efforts that may not have a statewide impact as they relate to curriculum that is not found throughout the system will be considered with appropriate

justification. Career technical education (CTE) programs, for example, will often exist at a limited number of colleges. A proposal for CTE-related OER should be intended to meet the needs of all colleges with the identified CTE program.

OERI Statewide Priorities

Funded proposals will address one or more of the following priorities:

- Text-equivalents or ancillaries for required courses in Associate Degrees for Transfer, career technical education (CTE) programs, or commonly-taught general education courses for which OER are generally not readily available.
- Resources explicitly addressing equity concerns, the implementation of AB 705, and/or guided pathways.
- Enhancements to available OER in order to better serve the students of the CCCs.
- Resources that will support a variety of courses and/or resources being developed by teams of faculty from more than one college.

Funding

Funded projects will range from $1,000 to $20,000. Full and part-time faculty from the California Community Colleges may apply. Proposals may involve one faculty or teams of faculty who may opt to involve appropriate support personnel as well as students. Each proposal must have a single identified faculty lead who will serve as the primary point of contact.

Funding will generally not be provided for training, travel, meetings, hardware, or dissemination activities. In the event that training on the use of curating or authoring tools is requested, it will be provided. Similarly, unless an integral component of the proposal, accessibility assistance will also be provided. Funding may be used to support non-CCC faculty contributors with supporting rationale.

Unless resource review is an integral component of the OER development, funding for peer review need not be a component of the proposal. All products will be subject to a peer review process funded and coordinated by the OERI. Half of the budgeted funds will be dispersed upon submission of the identified work product. The second half will be provided upon completion of the review process.

Award Criteria

Successful applications will be selected on the basis of:
- Identified connection to the OERI Statewide Priorities.

- Statewide impact as assessed by the number of courses, course sections (i.e. historical or planned number of sections offered), and colleges potentially impacted.
- Potential for student savings.
- Alignment of the project with expectations delineated in the Request for Proposals.
- Appropriateness of selected target course or courses, with a preference for high-enrollment, required courses in Associate Degrees for Transfer or career technical education (CTE) programs and/or courses that satisfy a general education requirement currently lacking OER.
- Impact of the project on OER, such as the development of high quality resources in areas for which no other OER are currently available.
- Preference for statewide reach through multi-institutional efforts. While the timeline and scope may make collaboration an exception, collaborative efforts will be recognized during the review process.

Awards

Funded proposals will either be Standard Scale ($1,000-$10,000) or Large Scale ($10,001-$20,000).

Standard Scale proposals will generally involve proposals made by an individual faculty member or a small team at a particular college. The work product might have the potential to have a statewide impact, but at the same time there might be a recognition that the ultimate impact is necessarily limited. This might be the case, for example, if an ancillary is being created for a specific OER text-equivalent that is one of several OER that might be used for a certain course.

Large Scale proposals will demonstrate a large-scale impact through high-enrollment, broad change, or content creation in an area not currently covered by existing open materials. Large Scale proposals must demonstrate a broader potential impact and a more extensive work product as compared to those in the Standard Scale category.

Adjustments to proposed budgets may be made during the review process.

Proposal Template

The application will be submitted via an online application. The narrative elements should be prepared in a word processing program and submitted in the space provided. The proposal template is available as a Word document to permit you to compile all necessary information and prepare all narrative responses. Please find the Proposal Evaluation Rubric that will be used to guide the scoring of applications at the end of this document.

Proposal Overview

- Project Proposal Title
- Name of Faculty Lead (must be a California community college faculty member)
    - Faculty Lead Contact Information
        - College
        - Discipline
        - e-Mail
        - Telephone
- Project Due Date (select one)
    - August 15, 2019
    - December 15, 2019
- Project Team (narrative)
    - Please indicate N/A if working alone.
    - If working as part of a team, please identify all team members, roles, colleges, and disciplines.
    - If any team member is not a California community college (CCC) faculty, staff, or student, please explain the rationale for their inclusion.

Focus

Please identify which area(s) of focus the proposal aligns with. In the "Project Description" section, please supply a brief a rationale explaining how the proposal aligns with the indicated area(s) of focus. (select all that apply)

1. making an OER text-equivalent available for a course commonly taught in the CCCs for which it has been established that OER are lacking,
2. improving upon an existing OER text-equivalent for a course commonly taught in the CCCs, or
3. developing ancillary resources that:
    a. address one or more of the OERI Statewide Priorities or
    b. increase the likelihood of OER adoption by supplementing an OER text-equivalent for a course commonly taught in the CCCs.

For Career Technical Education (CTE) programs, please presume that "commonly taught in the CCCs" refers to all colleges that have the specified CTE program.

OERI Statewide Priorities

Indicate which statewide priorities your proposal addresses. In the "Project Description" section you will describe how the proposed project will meet the indicated priorities. (select all that apply)

- Text-equivalents or ancillaries for required courses in Associate Degrees for Transfer, career technical education (CTE) programs, or commonly-taught general education courses for which OER are generally not readily available.
- Resources explicitly addressing equity concerns, the implementation of AB 705, and/or guided pathways.
- Enhancements to available OER in order to better serve the students of the CCCs.
- Resources that will support a variety of courses and/or resources being developed by teams of faculty from more than one college.

Project Description

The general description provides an overview of your project. Be sure to address all of the following and clearly explain your final product. Be sure that the connections to the identified area(s) of "Focus" and "OERI Statewide Priorities" are explicit. (narrative)

- Please provide a brief description of the proposal. Be sure to identify the target course or courses that your project is intended to support. Explain why the proposed resource is needed. If the resource is a revision to or an ancillary for an existing OER text-equivalent or a new text-equivalent, be sure to identify the existing text-equivalent or discuss the need for a new resource.
- Explain how the proposal aligns with the identified area(s) of focus.
- Describe how the project meets the indicated OERI statewide priorities.

Required Funding

Funds Requested (select one)

- $1,000 – $10,000 Standard Scale ($1,000-$10,000): Work of an individual faculty member or a small team at one college. Has potential for statewide, possibly limited, impact. For example, a specific OER text-equivalent that is one of several OER that might be used for a certain course is a Standard Scale proposal.

- Large Scale ($10,001-$20,000): Proposed product will demonstrate a large-scale impact through high-enrollment, broad change, or content creation in an area not currently covered by existing open materials. Large Scale proposals must

demonstrate a broader potential impact and a more extensive work product as compared to those in the Standard Scale category.

Action Plan

Please list the types of activities which, if awarded, you would fund to achieve the product, affixing a dollar amount to each. Funding for training, travel, meetings, hardware, or dissemination activities will generally not be provided. But, if such funds are deemed imperative, please provide a rationale to justify this exception.

Identify timelines and responsible parties for all activities.

In the event that training on the use of curating and/or authoring tools is requested, it will be provided. Unless an integral component of the proposal, please do not request funding for accessibility assistance or peer-review as these will be funded and provided by the ASCCC Open Educational Resources Initiative. (narrative)

Award Criteria

Please provide information on each of the following. All of the following elements of the application permit a narrative response. Responses should be concise. If an element does not apply to your proposal, please indicate "N/A."

1. **Statewide impact as assessed by the number of courses and colleges potentially impacted**. Estimate the number of courses and colleges who would potentially adopt your product. (narrative)

2. **Potential for student savings**. List the cost of existing resources which your product would replace. List any other savings your proposal would create for students. (narrative)

3. **Frequency of course offering, with a preference for high-enrollment, required courses in Associate Degrees for Transfer or career technical education (CTE) programs and/or courses that satisfy a general education requirement currently lacking OER**. Please indicate the number of sections of the target course or courses that were offered at the Faculty Lead's college in the 2018-2019 academic year. If multiple colleges are involved in the proposal, please provide the number of sections offered by college. If the course satisfies a GE requirement, please note it. List ADTs and/or CTE programs which the product would apply to. (narrative)

4. **Impact of the project on open education, such as the development of high quality resources in areas for which no other open content is currently available.** Provide a brief assessment of the existing OER, if any, in the discipline of your proposal and assert how your product would meet this criterion. (narrative)

Support Needed

Please indicate which of the following support will be needed. (select all that apply)
1. Training on the use of OER curation tools.
2. Training on the use of OER authoring tools.
3. Copyright assistance.
4. Accessibility guidance or review.

Submission

Please submit your application at tinyurl.com/ASCCC-OERI-May2019App no later than 5:00pm May 30, 2019. Late applications will not be accepted and incomplete applications will not be reviewed.

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Proposal Evaluation Rubric

Category	Possible Points				Score
Identified priority (Connection to delineated priorities established)	Not established 0	Weak connection to one priority 1-2	Well-established connection to one or two priorities 3-4	Well-established connection to three or more priorities 5	
Statewide impact established	Not established 0	Impact clearly localized or limited 1-2	Potential impact is far-reaching, but not clearly statewide (impacting all 114 colleges) 3-4	Potential for system-wide impact clearly documented 5	
Project Description (Goals and Scope of the Project)	None provided 0	Not well-conceived or conveyed; feasibility may be questionable 1 – 2	Well-conceived and adequately described; aligned with grant expectations 3 – 4	Thoroughly conceived and clearly described; exceeds grant expectations 5	
Action Plan (Roles, responsibilities, and qualifications of participants)	None Provided **0**	**Unclear, lacking sufficient detail.** **1 – 2**	Sufficiently Developed **3 – 4**	Fully Developed **5**	
Budget (Realistic, aligned with outcomes, all expenses permitted or justified)	None Provided **0**	Unrealistic, lacks details, expenses not justified **1 – 2**	Adequately Developed **3 – 4**	Fully Developed **5**	
Collaboration	None Planned **0**	Within a Department or Division **1**	Across the college **2**	Involving more then one college **3**	
Total Points					