

Curriculum Development Funds

JANUARY 17TH, 2023

Agenda

CD Fund Eligibility/Priorities

Review of Curriculum Development Fund
Application Process and Required Proposal
Documents

Q&A

Overview of last year's funding

- Last year CD funds received applications for \$844,000 and was able to fund \$400,000.
- Range of money awarded was \$2,300 - \$57,000; decolonizing an anatomy & physiology course at the small end up to program redesign sprint for hospitality diploma/degree (recommendation coming from program renewal) at large end.

Sample projects: program redesign coming out of program renewal/accreditation; adding a new specialization stream in a diploma – developing Moodle courses for blended delivery; first year of exploring a new credential in cybersecurity; adapting a program to a hybrid model; developing an online resume/cover letter course to be used across multiple programs; developing a new course

CD Fund Eligibility

1. Curriculum revisions from accreditation, program renewal & annual review recommendations.
2. Curriculum development focused on Indigenization, decolonization, EDI, or UDL.
3. Completing previously funded curriculum development project.
4. Exploring a new area (new program, new course, new specialization).
5. Innovating (new techniques, approaches, modes of delivery).
6. Transitioning of courses to online, blended, or hy-flex delivery.
7. Curriculum maintenance (updates to existing curriculum).
8. Developing new teaching materials for any delivery mode.

Activities Not Eligible for Funding

- Start-up costs related to new programs.
- Accreditation-related expenses.
- Purchase of equipment or software.
- Professional development training.

Program Renewals and Accreditation

Program Renewals on the approved Program Renewal schedule automatically awarded \$5,000.

Funds to support Accreditation provided from a separate budget.

1. Curriculum Revisions resulting from Program Renewal, Reviews and Accreditation

- Action Plan items such as:
 - Program/Course Revisions
 - Adoption of regulatory changes/requirements i.e., change of scope of practice or entry to practice competencies
 - Addition of new courses

2. Curriculum development focused on Indigenization, decolonization, EDI, or UDL (universal design for learning)

- Embedding Indigenous pedagogies
- Doing an EDI assessment and creating a response plan
- Enhancing UDL in course/program to allow greater options for students to engage and demonstrate knowledge

3. Completing a previously funded CD project

- Projects that are projected over several years i.e., three-year plan
- May request funding to be spread out over three years – smaller amounts

4. Exploring a new area (new program, course, specialization)

- Development of curriculum documents
- Focus groups with subject matter experts
- Environmental scan

5. Innovating (new techniques, approaches, modes of delivery)

- VR/AR
- Simulations/games
- Redesigning for authentic assessments

6. Transitioning courses to Online, Blended, or Hy-flex Delivery

- Program/course mapping
- Development of online teaching and learning materials

7. Curriculum maintenance

- Revisions/tweaks needed due to age of course, etc.
- Typically lower priority for CD funding

8. Developing new teaching materials for any delivery mode

- Assessments
- Learning activities
- Adopting an OER (developing OER-> OER grant)
- Recorded demo videos
- Video/interactive H5P
- Moodle template for program

*Strongest applications will demonstrate impact of new material – could it be used/adapted by other courses, programs, or areas. What work would be required?

Application Process

- Make sure you have prior approval from the Department Leader and Dean for your CD proposal.
- Send your proposal to the Dean by **Feb 10, 2023**

Proposal must include:

- ❖ Curriculum Development Funding Proposal form
- ❖ Salary and operating costing template
- Review your proposal with your Dean, who will be presenting it to the Education Quality Committee
- Dean submits final proposal by **Friday, February 17, 2023**

Project Description

1. *State the objective of the project and provide a brief description.*

Rationale

2. This proposal is driven by the following (check all that apply):
 - Recommendations/Action Plan arising from Program Review, Program Renewal or Accreditation
 - Projects/initiatives related to Indigenization, decolonization, EDI (Equity, Diversity, Inclusion) or UDL (Universal Design for Learning)
 - Completing a curriculum project that received CD funding in a previous year
 - Exploring a new area (new program/new course/new specialization)
 - Innovating (new techniques, approaches, modes of delivery)
 - Transitioning a course to online or blended learning
 - Curriculum “maintenance” (updates to existing curriculum)
 - Developing new teaching materials for any delivery mode
 - Other:
3. What will be the **impact** of your project? (Student learning/experience, market demand, access to new or existing programs.) Is there potential for the project to be used by other departments, or to scale up to a greater number of students? Provide brief background information for context and include any current or completed development.

Provide a
Clear
Description Of
Project and
Impact

4. Identify Tasks and Deliverables

Project Tasks	Days	Deliverables
Example: PAC focus group session for curriculum gap analysis	2 days	Gap analysis report
Collate feedback from stakeholders	2	Report summarizing the feedback
Course Design Workshop	2	Hold workshop with CD developers and IA/ODev to develop course designs
Complete course maps	15	Course maps for 10 courses

Factors to Consider for Project Timeline and Costing

Complexity, nature and scope of the CD project;

Length and complexity of the program and/or course content (i.e., industry regulated programs);

Level and type of program/course required (stand-alone course, certificate, diploma, degree);

Mode of course/program delivery (f2f, blended, online);

Expertise of the curriculum developer(s);

Type and amount of curriculum materials needed to be produced;

Current state of program/course documents;

Amount of support available from Department Leader/Dean/CTLR/other faculty and staff;

Faculty release time/PD/assigned duty time available.

TIP: Be realistic

- Be realistic about your project timeline and deliverables.
- Consider if you need to spread your project over 2-3 years.
- CD funds are limited – you may receive all or part of your ask. How else can you support the project? How would you adapt if you did not receive all the funding?

Consider PD or Assigned Duty, and other funding

- Contribution of time from Faculty Professional Development and/or Assigned Duty.
- Funding from SIEF and OER grants.
- Faculty may **choose** to use some their PD/AD time to work on the project.
- It is not uncommon for a project to take more time than CD funds can cover.

Consult with CTLR for accurate estimate of involvement

Connect with us at iasupport@vcc.ca to discuss your project and to get an accurate estimate of CTLR involvement.

Salary Costing - Step Placement

Contracts Start Date: End Date:

Client Name: Is this a Bid (B) or Final (F) ?

Client Contact Person(s): Contact Number:

Budget Manager: Organization:

* Please attach draft proposal indicating terms and conditions. Contract Activity:

COST CALCULATIONS

Estimating Direct Costs:

1/ Salaries:

	Instructor #1	Instructor #2	Instructor #3	Instructor #4
- Length of time (how many days)	20			
- Salary calculated by				
Per diem (Timesheet only) at step (11 to 1) *	11			
or Salary (Term or permanent) at step (11 to 1)				
- Salary before benefits:	\$ 5,417	\$ -	\$ -	\$ -
- Fringe Benefit (@ 23.75% or 15.8%):	856	-	-	-
	<u>\$ 6,273</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
- Total Salary for Instructor(s):				= \$ 6,273
- Department Head's Annual Salary Including Allowances (\$):		89,688		
- Release time:	0.80 Day(s)		or	\$ 499

Note: * Per diem is only used for those instructors who shall not normally exceed 19 consecutive duty days

b/. Support Staff

	Staff #1	Staff #2	Staff #3

Account code Financial - contract Financial - FlowThrough +

ready CENTRE FOR TEACHING, LEARNING, AND RESEARCH

How to fill out salary template

- Input **days** and **step placement** for faculty and staff
 - Scenario 1: A faculty member is released to do CD work. The step level is for the auxiliary faculty replacing them in teaching. Use salary per diem line.
 - Scenario 2: A faculty member is part-time term/permanent, and receives a contract at their step level to do additional CD work. Use salary term/permanent line.
 - Scenario 3: A staff member is being hired (or replaced) to do a Moodle editing project for department (must be CUPE work).
- The step level will impact the total cost of your proposal
- Once the costing document is complete, include the numbers in the total project cost table in the CD funds application.

Change 38% Overhead to 0%

The screenshot shows a Microsoft Excel spreadsheet with a contract cost estimation form. The form is organized into columns A through Q and rows 3 through 14. The form includes the following sections and data:

- Total Operational Expenses of the Contract:** -
- Total Direct Costs:** \$ 6,771
- Estimating Institutional Support:**
 - Please fill in the suggested % of overhead (normally 38%): 0.00 %
 - Department incentive description: \$ Amount:
 - Rationale:
 - (Percentage of incentive over the direct cost is : 0.00%)
- TOTAL COSTS OF THE CONTRACT:** (A) \$ 6,771
- CONTRACT MARKET PRICE:** (B)
- CONTRACT SURPLUS:** (B) - (A) \$ (6,771)
- Shared Surplus? (Y or N)**
- Department:** 0
- VCC:** 0

Note: HST will apply in addition to "Contract Market Price" unless negotiated directly with the Provincial Ministry

Please complete the following information for Registrar's Office use (if applicable)

Non-base Funded Form Account code Financial - contract Financial - FlowThrough

More Help....

Discuss proposal, budget estimates, and timelines with your Dean and/or Operations Manager.

For individual consultations with CTLR, email iasupport@vcc.ca

Decisions about CD funds are generally finalized by end of March.

Questions

