



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC AFFAIRS

March 29, 2013

TO: All Unit Three Members

**FROM: Holly Harbinger, Associate Vice President
Faculty Affairs**

**Terre Allen, Director,
Faculty Center for Professional Development**

RFP Timeline

3/29 RFP Distributed to Campus

4/25 Proposals Due in electronic form to fcpd@csulb.edu by 11:30 p.m.

6/13 Awards Recipients Announced

SUBJECT: REQUEST FOR PROPOSALS 2013 ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARD (3ET): FLIPPING THE CLASSROOM

Proposals are invited for the Spring/Summer 2013 Enhancing Educational Effectiveness Through Technology Awards (E3T). The purpose of this award program is to provide support to individual faculty members for technology implementation to create a flipped learning environment to enhance student learning and student success. This *Request for Proposals* describes the purpose of the award program, expectations for carrying out the responsibilities of the award, and a format for preparing and submitting your proposal.

Proposals must address course redesign to a flipped format that replaces in-class lectures with active and engaged learning. All faculty, including counselors, librarians, and full-time and part-time lecturers are eligible to participate (FERP are not eligible for this award program). Proposed projects are expected to satisfy the program objectives and the time frame allocated. A peer committee will review proposals and make recommendations for approximately ten (10) awards of \$5,000.

Timeline Requirements

The current call for proposals is for work to be accomplished in Summer 2013. All funds will be awarded upon submission of a final report due prior to the beginning of the Fall 2013 semester (August 20, 2013).

Requirements for Receipt of Award in 2013

- Ability to complete the proposed course redesign work proposed during the Summer 2013.
- Participation in a blended faculty learning community on pedagogy development for Flipped Instruction offered through the Faculty Center for Professional Development May 26 – August 15, 2013.
- Submission of a report detailing redesign to flipped instruction work accomplished to the Faculty Center for Professional Development by August 20, 2013.
- Participation in events for funded projects during the AY 2013-2014.

- Redesigned flipped course must be taught during the AY 2013-2014.

RFP Timeline (2013-2014 distribution, submission, and notification)

- 3/29 RFP distributed to campus
- 4/25 Proposals due in electronic form (MS Word or PDF) to fcpd@csulb.edu by 11:30 p.m.
- 5/15 Awards recipients notified by e-mail and names posted on Faculty Center for Professional Development web site.
- 5/26 Participant learning community for flipping the classroom begins.
- 8/15 Participant learning community for flipping the classroom ends.
- 8/20 Participant reports on work accomplished due to fcpd@csulb.edu by midnight.

Program Overview and Proposal Format

Faculty may apply for support in one (1) course to be taught during 2013-2014

Redesign an Existing Course to a Flipped Format.

Funding supports the modification of existing courses to move lecture content into pre-recorded digital format and use in-class time for active learning. Priority consideration will be given to proposals that identify one or more of the following goals:

- Use problem-based, inquiry-based, team-based, or other type of active learning during class time.
- Address high failure rate or gateway courses offered regularly to large numbers of students.
- Involve faculty dedicated to deepening their understanding of flipped instruction and eager to share their work with others.

Funds are in the form of faculty stipends for summer work for significant course redesign (Summer 2013 only). All course redesigns must be completed by the end of Summer 2013. The redesigned course must be taught Fall 2013 or Spring 2014.

For more information on Flipped Classrooms see:

<http://newfacultysupport.csulb.wikispaces.net/Flipping+the+Classroom>

Proposal Format

The 3ET application must include the completed Proposal Cover Sheet and a proposal that provides the following information (proposals should not exceed four (4) pages double spaced):

1. Provide the number, name, description of the current course, and approximate number of students enrolled per semester.
2. State the need for the course redesign. In what way(s) will a flipped course enhance student learning and student success (e.g., increased academic and social engagement, increased time-on-task, improved problem-based learning, improved inquiry-based learning, improved team-based learning, and other type of learning improvements)?
3. How will you assess the effectiveness of the redesigned course?

Proposal Cover Sheet and Proposal Submission

- Provide signature of your College Dean and Department Chair that indicates knowledge of and support for this project (included on Cover Sheet).
- Do not include attachments or appendices; references for work cited, however, must be provided and are not included in the proposal page limit.
- Submit an electronic copy as an attached document (MS Word or PDF) to fcpd@csulb.edu. CC your submission to yourself. Provide page header and page numbering for each page of your proposal to facilitate the blind peer review process.
- A faculty peer committee will provide a blind review and evaluation of all proposals. The rubric used to evaluate E3T Proposals will be available on the FCPD web site. Your cover page will be detached and all proposals will be given a number for peer review purposes. Do not identify yourself or make personal references in your proposal.
- Sign the Proposal Cover Sheet, which includes the “Statement of Commitment”.

**2013 Enhancing Educational Effectiveness Through Technology Awards Program:
Flipping the Classroom
Proposal Cover Sheet**

(MSWord version available online: Faculty Affairs, Forms)

PLEASE PROVIDE THE FOLLOWING INFORMATION AND SIGNATURE.

Name				
Appointment Status (Check one)	<input type="checkbox"/> Tenured	<input type="checkbox"/> Probationary	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other
Funding Term	<input type="checkbox"/> Summer 2013			
Phone				
Department		E-mail		

AWARD CATEGORY (CHECK APPROPRIATE BOXES)				
Area of Emphasis	<input type="checkbox"/> General Education	<input type="checkbox"/> Course in the Major	<input type="checkbox"/> Student Services	<input type="checkbox"/> Other _____
Title of Proposal				

Statement of Commitment	If I receive an award through this program, I will comply with all requirements as described in this request for proposals. This proposal does not duplicate activity currently underway or under review by another internal or external award program.		
Applicant signature			Date

The Department Chair is aware of the proposal, supports its submission, and verifies that the recipient will teach the course in Fall 2013 or Spring 2014.

Department Chair Signature	Date
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The Dean is aware of the proposal and supports its submission.

Dean Signature	Date
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