Call for Applications to Participate
Collaborative Online Learning & Teaching Program

The Collaborative Online Learning & Teaching program (COLT) will support efforts to develop, implement, and assess computer-mediated instruction at Cal Poly Pomona. COLT's goal is to encourage and support faculty who develop online courses. (For the purposes of this faculty support program, an online course is one that meets a *maximum* of four times per quarter in a classroom on campus.)

Because faculty can learn from each other's experiences and benefit from sharing strengths, COLT will support up to twelve faculty members to work collaboratively over a one-year period, beginning Summer 2002. The program's objective is to increase the number of online courses by providing training in online pedagogy, an arena for collaboration with colleagues, financial support, and time.

The Collaborative Online Learning and Teaching Program is open to all Cal Poly Pomona faculty members, including lecturers with yearlong contracts. Participants are expected to commit to all parts of the COLT program. Priority will be given to faculty who have not yet taught an online course, but who have developed web sites to enrich their courses. Applicants are encouraged to consider how the design, implementation, and use of instructional technologies will offer pedagogical advantages to an *existing* course.

COLT's yearlong development program will include the following components:

- **Summer 2002**:
    - Faculty will develop their understanding of online pedagogy as students in an online WebCT course, *CPP Online Teaching & Learning,* being planned and conducted by Susan Kullmann Puz (FCSC) and Jerry Rogers (MHR). This course will require about four hours per week and provide the theoretical and practical experience to develop an online course. Campus faculty with online teaching experience will interact with COLT faculty through this online course. By the end of this course, faculty will develop the pedagogical foundations for an online course that will be taught during the Winter quarter, including learning objectives, online tools and teaching methods, and ways to assess the impact of the course on student learning. Participants will be awarded a $500 stipend at the completion of this online course.
    - Faculty will participate in a one-week campus SWIM (Summer Web Institute) workshop devoted to using WebCT for Online Instruction, scheduled for August. If appropriate, program faculty will also participate in a two-week SWIM introductory web development program or a one-week SWIM Dreamweaver workshop. In the SWIM sessions, faculty will develop course web sites, online syllabi, sample assignments, and plans for using a variety of

online course tools for a course that they will be teaching during the Winter quarter. Participants will receive an additional SWIM stipend at the completion of any SWIM workshop. For more information about SWIM, see: http://www.csupomona.edu/~faculty_computing/swim

- **Fall 2002**: Faculty will develop the online course they will teach during Winter quarter, including plans to evaluate the impact of online course delivery on student learning. Additionally, faculty will implement and evaluate some web-based teaching tools and techniques on a small scale in a course they are teaching during the Fall quarter. Faculty will meet during the December quarter break for final preparations. Participants will be awarded $500 professional development funds for use during the Fall or Winter quarter (for hardware, software, books, media, etc.).

- **Winter 2003**: Faculty will teach one course online. Faculty will be awarded four WTUs assigned time to reduce their workload as they implement their online course for the first time. The course selected for this program should be one *previously* taught by the faculty member in a traditional classroom or hybrid (partially-mediated) format. (*Under some circumstances, applicants may be approved to teach a course during the Spring 2003 quarter.*)

- **Spring 2003**:
  - Successful applicants will be required to submit a progress report at the end of Summer and Fall quarters, and a final report, including student responses and a faculty self-assessment, by May 2003. All reports are to be submitted to the Vice President of Instructional and Information Technology, Vice President for Academic Affairs, and the Faculty Computing Support Center Director. The reports should be submitted in printed form and accompanied by a disk copy in *Word*, RTF, or HTML format. All reports should be prepared as publications and be suitable for subsequent posting on Cal Poly Pomona's web site.
  - Faculty participants will also be expected to share their experience and expertise with department and college colleagues via appropriate forums, including an on-campus colloquium. Participants are encouraged to share their experiences with colleagues within the CSU system and may be asked to participate in colloquia and workshops.

Laptop Availability: Because of the nature of online courses, many faculty members find that using a laptop computer facilitates online teaching. COLT participants will be eligible to request a laptop computer to support their online teaching during the academic year. Laptops will be available during the Summer 2002 quarter.

COLT participants will work closely with the Faculty Computing Support Center staff in the implementation of their course. FCSC support programs and services are available to all participants (IT_Fits one-on-one student instructional technology assistants, high-end computer hardware and software including a multimedia

workstation and other digital equipment, workshops, etc.) as well as other ITAC resources from MediaVision and the Instructional Design Studio.

Support of Department Chairs and Deans is essential. Interested faculty should work with department chairs to schedule you for a course that can be covered during Winter quarter, and schedule a course for Winter quarter that can be taught online and is marked as an online course in the schedule of classes.

Application Components

All Cal Poly Pomona faculty members, including lecturers with yearlong contracts, may apply, outlining a plan to develop and teach an *existing course* online. The application is a detailed statement (maximum three pages) with the following components:

- A cover page (attached)

- A clear statement of why the applicant is interested in teaching an existing course online, including the applicant's experience with web-based instruction.

- An explanation of how the use of online delivery will offer pedagogical advantages to an existing course. Applicants should consult *Implementing the Seven Principles: Technology as Lever* (http://www.aahe.org/technology/ehrmann.htm)

- A tentative plan for evaluating outcomes, for determining how online course delivery affects learning and teaching. Faculty may wish to consult *Seven Principles of Effective Teaching: A Practical Lens for Evaluating Online Courses* (http://ts.mivu.org/default.asp?show=article&id=839)

- Applications must be signed by the chair of the applicant's department and by the Dean overseeing this department. These signatures will indicate the department's willingness to support the application and reflect approval of release time.

Applications must be received at the Faculty Computing Support Center (Bldg. 1 – Room 229) no later than 5:00 PM on Monday, April 29, 2002. Applicants should submit the original and two copies of the application. A selection committee chaired by the director of the Faculty Computing Support Center will review all applications. Faculty will be notified of the committee's decision by Friday, May 10, 2002.

Question-and-answer session: On **Thursday, April 18, 2002,** the Faculty Computing Support Center is sponsoring a question-and-answer session to assist those who are developing applications for this new program. This session will run from 3:00 – 4:30 PM in the Faculty Center for Professional Development conference room (Bldg. 1-228).

Questions about COLT? Please contact Dr. Susan Kullmann Puz (skpuz, ext. 6832).

C O L T   A p p l i c a t i o n

Your Name _____   Department _____

E-Mail _____   Campus Phone _____

Applicant's Web Site (URL if available) _____

Proposed Online Course _____

   Have you taught this course before? _____ Yes _____ No

   When can you offer this course online? _____ Winter '03 _____Spring '03*

* If you cannot offer this course during Winter '03, please explain why in your attached statement.

Will your department facilitate a course release if one is awarded to you?_____ Yes _____ No

Are you requesting or have you received any other support to fund this course development? _____

What is your teaching schedule this summer? _____

Indicate the computer equipment and technological resources already at your disposal (computer model/CPU, RAM, operating system, hard drive size; scanner, web design software, etc.)

_____

_____

Will you participate in all activities of the COLT program? _____ Yes _____ No*

If you cannot participate in all activities of the program, please explain why in your attached statement.

Please attach a one to two-page statement offering:

1. a clear statement of the reasons for your interest in teaching an online course

2. anticipated advantages of online delivery of the course

3. a tentative plan for evaluating how online course delivery affects learning and teaching

4. an indication of your level of technical ability, including experience teaching online, and identification of training required

Support for the Application:

Department Chair's Endorsement	Date
Dean's Endorsement	Date

Please submit the original and two copies of the completed application to the **Faculty Computing Support Center** (Bldg. 1 – Room 229) **no later than 5:00 PM on Monday, April 29, 2002**.