Call for Proposals for Provost’s Digital Learning Fellowship for 2017-2018

In an effort to support innovative teaching and learning practices, Provost Dan Linzer and the Faculty Distance Learning Workgroup (FDLW) request proposals from Northwestern instructors to join the 2017-2018 cohort of the Provost’s Digital Learning Fellows who will receive funding to develop a digital/online project to improve student learning. Successful proposals will enhance Northwestern students’ learning through the innovative use of technologies and enable instructors and the University to experiment with and explore the outcomes of innovative teaching and learning technologies and learner-centered pedagogical approaches. Instructors may view previous Northwestern digital projects and learn more about digital learning initiatives and examples of innovation in teaching and learning on the Digital Learning Website and the Searle Center website.

Proposed projects should demonstrate the improved learning experience of Northwestern students by, for example:

- targeting a known challenge or issue around student learning;
- supporting a particular group of students with a demonstrated need;
- experimenting with and measuring the outcomes of cutting-edge learning technologies or new pedagogical approaches that could be expanded for broader use if successful;
- building on, adapting, or extending previous efforts to positively impact student learning;
- contributing to research about teaching and learning, and/or exploring the use of learning analytics.

Preference will be given to cross- or interdisciplinary approaches; proposals that span departments or schools are encouraged. Proposals must demonstrate positive impact on student learning and engagement and should include learning objectives, the development of aligned assessments, and plans for how potential outcomes of the assessments could improve future instructional use. Please fill out the attached proposal form. All proposals must have endorsement from the dean and department chair.

Final proposals must be submitted by November 1, 2017 to onlinelearning@northwestern.edu.

Proposal and Project Support

Prior to Submission:

Faculty interested in becoming a Digital Learning Fellow and submitting a digital/online project proposal may also contact Dan Pattley, Online Learning Coordinator, (onlinelearning@northwestern.edu) for further advice and direction before submitting a proposal.
After Submission:

The FDLW and supporting units (including the Searle Center for Advancing Learning and Teaching, Northwestern Information Technology, and the University Library) will review the proposals and make recommendations to the Provost. The proposals selected for funding will be announced by winter quarter 2018 and funds will become available for those projects during winter quarter 2018. Work on projects should commence no later than the beginning of spring quarter 2018 and be complete no later than the end of spring quarter 2019.

Once a proposal is accepted, faculty requesting funding for the development of online materials such as video production will be required to work with an internal project support team to develop a budget for this aspect of the project. Project consultation and support services are offered through the Office of the Provost, Information Technology, Academic & Research Technologies and the Searle Center. Selected project members will learn more about available support upon award notification.

Expectations and Support for Digital Learning Fellows

Faculty who are awarded fellowships will communicate quarterly (at a minimum) with project support staff in the Office of the Provost and provide updates on progress or challenges. In addition, fellows will be expected to participate in the following capacities:

1. Submission of Updated Timeline and Budget

   Project support staff can assist awardees with formalizing a budget and timeline for the project. The updated timeline and budget will be due within one month after notification of proposal acceptance.

2. Consultation with Instructional Design Support / Participation in Quarterly Meetings

   Project support staff will pair awardees with an instructional designer to assist with developing the project. Quarterly meetings will provide fellows an opportunity to workshop ideas and challenges and provide mutual support for participating faculty.

3. Discussions with Digital Fellow Colleagues
Awardees will be encouraged to participate in at least two Digital Fellow cohort discussions, where Fellows reflect on the process of development, share their approaches, challenges and learning with each other.

4. **Presentation of Outcomes and Reflections on Student Learning through Technology**

   Fellows will be required to present their findings and results at two different fora. It is recommended that one be a University-wide forum such as the [TEACHx forum on teaching and learning](#) or the [Learning, Teaching, and Assessment Forum](#). Project support staff can assist with preparing for these events. The second forum may be in collaboration with a [Searle Center roundtable](#), or at the department or school level, such as a lunch & learn event with your department or other appropriate venue.

5. **Brief Final Report**

   Awardees will submit an analysis of the project and final summary of the work and results. Awardees are encouraged to reflect on what they learned and lessons that can help other faculty adopt and adapt educational technology to improve student learning.

6. **Follow-up Interview**

   Project Support staff will contact you 6-12 months after completion to learn about lasting insights and impacts.
2016-2017 Provost’s Fellowship for Digital Learning Proposal Form

Faculty Information

Name:
Position:
School:
Department:
Email:
Phone:
(If the project is being submitted by multiple faculty or includes co-instructors, please provide the above information for every submitter.)

Project/Course Information

Project/Course title:

Project/Course timeline and rationale for the length:

Intended start date (approximate):

Please provide a clear and complete explanation of the project/course:

Please provide a statement of learning objectives for students and how the planned aligned assessments will measure student learning. (For more information see: Assessment of Student Learning):

Please describe how the project/course will advance learning and how students will benefit from it:

Please describe what you as an instructor what you hope to learn from the experience:

Please describe the steps required to implement and sustain delivery of the project/course:

Does the proposed project/course adapt or build upon existing resources? Is there any other context that would be helpful to provide for this project?

What is the provisional, estimated budget for this project/course? What amount of funding do you expect to request from the Office of the Provost as part of this proposal? (Funding is expected to range from $5,000 for modest proposals to $50,000 for extensive proposals that may include multiple instructors or cross units or schools.) Proposals may include a stipend of up to $5,000 for each faculty member devoting a significant amount of effort to the project. For advice and direction on developing a provisional budget and outlining scope of work, please

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1 Faculty stipends may not be used for summer salary. Stipends will be paid to faculty upon completion of the final project report.

Rev. 5/8/2017
contact Dan Pattley, Online Learning Coordinator in the Office of the Provost (onlinelearning@northwestern.edu).

Will you be requesting funding from other sources (e.g. department, school)?

If you are proposing a project for a course, please elaborate on the impact you expect your course to have.

   What do you expect your class size to be?

   Do you plan to continue your class beyond the initial year? If yes, how do you plan to scale the course in the future?

   Provide any additional information you may have regarding the nature of service to the student population.

**Department Chair and Dean’s Office Approval**

Dean:
Department Chair:
Please include confirmation from the appropriate chair and dean of approval and support for the project and explaining how the project will contribute to the department and school’s teaching goals and mission.

**Additional Information**

Please provide any other additional information that you would like the reviewers to consider in evaluating your proposal.