Affordable Materials Grants, Round 18:

Continuous Improvement Grants

(Fall 2020 – Fall 2021)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file are for offline drafting and for our review processes. Submitters must use the online Google Form for proposal submission, including uploading this document.
* The only way to submit the official proposal is through the Google Form. The link to the online application is on the [Round 18 RFP Page](https://www.affordablelearninggeorgia.org/about/rfp_r18).
* The italic text provided below is meant for clarifications and can be deleted.

# Applicant and Team Information

*The* ***applicant*** *is the proposed Project Lead for the grant project. The* ***submitter*** *is the person submitting the application (which may be a Grants Officer or Administrator). The submitter will often be the applicant—if so, just leave the submitter blank.*

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| --- | --- |
| Requested information | Answer |
| Institution | Kennesaw State University |
| Applicant name | Lei Li |
| Applicant email  | Lli13@kennesaw.edu |
| Applicant position/title | Professor, MSIT program director, and assistant department chair |
| Submitter name  | Lei Li |
| Submitter email  | Lli13@kennesaw.edu |
| Submitter position/title | Professor, MSIT program director, and assistant department chair |

Please provide the first/last names and email addresses of all team members within the proposed project. Include the applicant (Project Lead) in this list. Do not include prefixes or suffixes such as Ms., Dr., Ph.D., etc.

|  |  |  |
| --- | --- | --- |
| Team member | Name | Email address |
| Team member 1 | Meng Han | mhan9@kennesaw.edu  |
| Team member 2 | Linh Le | lle13@kennesaw.edu  |
| Team member 3 | Zhigang Li | zli8@kennesaw.edu  |
| Team member 4 | Sarah Cooper  | scoope92@kennesaw.edu  |
| Team member 5 | Michael Handlin | mhandlin@students.kennesaw.edu  |

If you have any more team members to add, please enter their names and email addresses in the text box below.

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# Project Information

| Requested information | Answer |
| --- | --- |
| Type of Project | * Revision of open educational resources (OER) used in existing courses
* Creation of ancillaries for existing OER courses
* Replacement of current OER in courses with new/better OER
 |
| Requested Amount of Funding*$10,000 maximum total award per grant* | *$10,000* |
| Course Titles and Course Numbers | IT 4153 Advanced DatabaseIT 4833 Wireless SecurityIT 6203 IT Design Studio IT 6823 Information Security Concepts & Admin |
| Final Semester of Project | * *Fall 2021*
 |
| Currently Existing Resource(s) to be Revised/Ancillaries Created*Please provide a title and web address (URL) to each of the currently existing resources that you are revising, creating new ancillary materials for, or replacing. If replacing, please include a title and web address (URL) to the new OER as well.* |

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| **Course Name** | **Developed on**  | **Original Course Material** |
| IT 4153 Advanced Database | R02-119 | <http://ksuweb.kennesaw.edu/~speltsve/files/ALG_Document.htm>  |
| IT 4833 Wireless Security | R10-334 | <http://ksuweb.kennesaw.edu/~lli13/IT4833.html> |
| IT 6203 IT Design Studio  | R10-334 | <http://ksuweb.kennesaw.edu/~speltsve/alg/IT6203_alg.html> |
| IT 6823 Information Security Concepts & Admin | R10-334 | <http://ksuweb.kennesaw.edu/~mhan9/ALG/it6823/6823.html> |

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# Project Goals

*In at least one paragraph, describe your project’s goals and what materials will be created or revised.*

The Department of Information Technology at Kennesaw State University (KSU) has taken department-wide efforts to adopt open educational resources (OER) in both undergraduate and graduate courses since 2014. Many thanks to strong support from Affordable Learning Georgia (ALG), more than 95% of courses in our department now has replaced their textbooks with no-cost-to-student OER learning material. Information technology is an ever-changing field; it is very important to keep our courses updated. Our department developed a systematic plan to gradually update the courses previously funded by ALG.

As part of our department ALG strategic plan, we propose to revise the OER material used in 4 IT courses in the project: IT 4153, IT 4833, IT 6203, and IT 6823. IT 4153 was developed in ALG round #2 and the other three courses were developed in round #10. While our faculty have been making incremental changes to those courses over the years, it is time for a systematic overhaul. The overall goals of the project are listed as follows. The specific plan about each individual course is illustrated in the action plan section.

* Develop strategies for OER development that promote more effective student learning and empower faculty’s teaching practice;
* Review the existing OER materials for correctness and accessibility issues;
* Revise outdated OER materials with updated material;
* Develop new OER materials based on the changes in course learning outcomes;
* Update existing or develop new ancillary material such as assignments, lab material, and test banks;
* Use a department provided layout template to make sure OER material in each course has similar look and feel;
* Ensure all course material comply with the specific accessibility standards defined by ALG;
* Create a course package that can be imported into D2L Brightspace, the course management system used by the University System of Georgia.

# Action Plan

*Describe the tasks needed to complete the project in as much detail as possible. If this application has more than one team member, include the major roles for each person and which tasks this role is assigned. Estimate the amount of time (e.g. number of hours) each task will take. Include plans for open licensing and plans for making your materials accessible. Indicate if you are using other platforms in addition to the repository to host your created materials.*

Our project team is composed of four faculty developers, one instructional designer, and one student. One of the faculty developers, Dr. Lei Li, assumes the role of the team lead. The detailed project plan is listed as follows.

1. *Project Coordination*. Dr. Lei Li, who has led several ALG grants from previous rounds, will coordinate the activities in this project to ensure its successful completion. The activities include making a project plan once funded, monitoring project progress, coordinating with university grant office on project budget and expense, facilitating coordination among faculty developers, instructional designer, and student, collecting students’ feedback on the updated OER material and writing semester status report and final report. Dr. Li is estimated to work 10 hours as a project lead role.
2. *General OER Development Strategies*. Most of the faculty developers in this project successfully completed several ALG grants in previous rounds. Built on our previous success and lessons learned [1] [2] [3], we apply following strategies in revising and developing more effective OER material for both faculty and students.
* Use white papers from government agencies and academic papers as sources for OER when possible as they are often well vetted;
* For each learning module, develop a detailed study guide which synthesize the OER material included;
* Use a department provided template to organize and present OER material so that all courses will similar look and feel;
* Use student in the OER development process to get some early feedback;
* Make the OER material easy to adopt;
* Create a department level plan to maintain the OER material.

References:

1. Li, L., Peltsverger, S. B., Colyar, N. N., Rutherfoord, R., Zheng, G., Li, Z. (2016). Transformation at Scale: The Experience of Developing No Cost Learning Material for Database-Related Courses. 19th Annual Conference of the Southern Association for Information Systems. Available at aisel.aisnet.org/sais2016/9/
2. Rutherfoord, R., Peltsverger, S. B., Li, L., Zheng, G., Rutherfoord, J. (2016). Transforming IT Education with No-Cost Learning Materials. ACM *SIGITE'16*. ACM Special Interest Group for IT Education.
3. Halstead-Nussloch, R. Rutherfoord, R., "Tips for Sources of Cost-Free and Open Educational Resources to Reduce Textbook Costs in IT Courses", *ACM SIGITE’19* Conference, October 4-6, Tacoma, Washington.
4. *Accessibility Compliance*. Ms. Sarah Cooper, an instructional designer at KSU will take a lead role to ensure OER material in the proposed courses comply with the accessibility standards defined by ALG. Three of the faculty developers, Dr. Lei Li, Dr. Zhigang Li, Dr. Meng Han, have completed an Americans with Disabilities Act (ADA) compliance training workshop offered by KSU Digital Learning Innovation center. The other faculty developer, Dr. Linh Le, hasn’t done so. Ms. Cooper will perform the following activities:
* Research the ALG accessibility requirements specified by ALG (2 hours);
* Conduct accessibility training for faculty developers at the beginning of the project (4 hours);
* Work with faculty developers on accessibility-related issues during the project (24 hours).

The Digital Learning Innovations center of KSU provides manual captioning service for video lectures 15 minutes or less in length. All faculty developers are advised to consider available captioning service when recording their lectures. This will significantly reduce the time faculty or Ms. Cooper spent on accessibility compliance issues. Ms. Cooper is estimated to work 30 hours in this project.

1. *Student Participation Assessment*. Mr. Michael Handlin’s role is to provide feedback on the selected OER material from a student perspective. Mr. Handlin graduated from BS in Computer Science (BSCS) program and currently is enrolled in the MS in Information Technology (MSIT) program at KSU. He has the technical background and experience to evaluate a student. A complete learning module from each proposed course will be given to Mr. Handlin. Mr. Handlin will study the assigned module as a student and provide feedback on the following perspectives:
* Is the OER material user friendly (presentation and structure)?
* Is the content material easy to follow (an appropriate level of difficulty)?
* Is the OER material sufficient for me to complete a quiz/discussion/assignment in this module?

By the estimate, Mr. Handlin will spend 5 hours per learning module. Total of 20 hours in this project.

1. *Maintenance Plan.* The IT department at KSU employs a course coordinator system. Each course is assigned a faculty coordinate who is responsible for developing and maintaining a master course shell. The developers in this project are also coordinators of the proposed courses. This approach ensures that the latest OER material used in courses offering. Moreover, the IT department has a well-defined course continuous improvement process. All courses will be assessed in a 3-year cycle in which one third of courses will be evaluated each year. A faculty is required to fill out a Faculty Course Assessment Report (FCAR) at the end of the course taught throughout the year. The FCAR gives statistics for the achievement of course outcomes, and also allows faculty member to analyze the results of outcomes achievement and suggest possible improvements for the course for the next time it is taught. The faculty developer will incorporate the OER maintenance into the course continuous improvement process.
2. *Publication of OER material*. All OER material for the proposed courses will be hosted on a public website with a Creative Commons Attribution license. A course package that can be imported into the D2L Brightspace course management system will be available for download for each proposed course.
3. *Action Plan for IT 4153 – Advanced Database*

Faculty developer – Dr. Linh Le. Estimated time working on this course: 50 hours.

The database system used in the current course (Oracle 12c) is relatively outdated. Current topics to be discussed in more detail include data warehousing, data mining, and special-purpose database. A new topic that is to be included is the introduction to the NoSQL database system Cassandra. About 70% of the original learning modules are kept. The updates to the existing OER material of this course are as follows.

* + *Updating modules 1 – 9 in the current OER material*. The modules were developed under the Oracle 12c database system which is currently outdated. They will be adapted to the newer version Oracle 18c. 10 hours are estimated for this task.
	+ *Expanding of four topics in the current OER material*. The following topics will be discussed with further details
		- Data warehousing. The current materials in this topic focus on theories and concepts. Further discussions on data warehouse implementation are to be included, for example, star schema and snowflake schema; materials and hands-on examples are obtained from <https://docs.oracle.com/cd/B19306_01/server.102/b14223/schemas.htm>.
		- Data mining. This topic is overlooked in the current content. A more in-depth introduction on important concepts, tasks, and applications of data mining is to be included. This is a well-developed area with many open access resources available, for example, 1) Jackson, J. (2002). Data mining; a conceptual overview. Communications of the Association for Information Systems, 8(1), 19; 2) Leventhal, B. (2010). An introduction to data mining and other techniques for advanced analytics. Journal of Direct, Data and Digital Marketing Practice, 12(2), 137-153.
		- NoSQL databases. The current OER focuses on MongoDB. This module will be updated to include Cassandra, which is another common NoSQL system that should be introduced. Materials will be obtained from <https://cassandra.apache.org/doc/latest/>
		- Special-purpose database. This module currently consists of links to external sites. The discussed topics will be aggregated into lecture notes in OER format.

20 hours are estimated for this task

* + Additionally, problems like broken links, irrelevant materials, are to be examined and fixed. The presentation of the OER material will be updated based on the department provided template. Dr. Le will also update test bank/assignments/labs, check and fix accessibility issues in the OER material. Five working hours are estimated for this task.
	+ Finally, Dr. Le will record lectures for each module. 15 hours are estimated for this task.
1. *Action Plan for IT 4833 – Wireless Security*

Faculty developer – Dr. Meng Han. Estimated time working on this course: 50 hours.

Considering the emerging challenges in Cyber Security, the improved version of this course will be taught with the recent emerging technologies in Wireless Security, particularly the challenges brought by 5G. Based on this, two modules dedicated to the latest evolvement of 5G wireless security will be added. Also, one additional edge/fog computing will be added as well. Besides the wireless security, we will also improve module 7, module 8, and incorporate modules with privacy consideration along with the discussion of wireless security.

* + Based on the latest progress of wireless security, update existing instructions in the course to reflect these emerging challenges includes but is not limited to the platform, tools, and new frameworks. The learning outcome of the course would further emphasize the ability to master the latest wireless network security management tools and the approaches to respond to the latest security concerns. In detail, we are going to take the following compliance and standard content into our course development consideration: (5 hours are estimated for this task.)
		- The National Cyber Security Alliance (NCSA) provides broad-reaching education and awareness support to empower users at home, work and school with the information they need to keep themselves, the organizations, the systems and the sensitive information safe and secure online, <https://staysafeonline.org>.
		- We will utilize the content of the Wi-Fi Alliance to increase the protection of information moving across Wi-Fi networks through the Wi-Fi Protected Access family of technologies. <https://www.wi-fi.org/discover-wi-fi/security>.
	+ Update the first five modules with the latest progress of wireless security with at least 20% new development materials for the latest progress and applications in wireless security. This part of the content will be developed based on multiple public resources as well as the faculty developed content. (10 hours are estimated for this task.)
	+ Add and improve the module 6-8 by incorporating the privacy discussion with the original security topics. Privacy as an emerging topic cannot be neglected in wireless security and would be included in these three modules with corresponding tools and measurement discussion. The following topics will be developed based on the following resources: (5 hours are estimated for this task.)
		- CoSN provides thought leadership resources, community, best practices and advocacy tools to help leaders succeed in the digital transformation. <https://www.cosn.org/ProtectingPrivacy>
		- UNESCO provided resources aims to guide students, teachers and parents to protect their personal data and privacy in online learning. It sorts out security risks and suggests specific strategies to protect personal information from three aspects: before, during and after learning. <https://iite.unesco.org/>
	+ Add two new modules on 5G security, and one module on fog/edge computing in wireless security. Many of the latest progress and new technologies are based on the developed infrastructure. 5G as the latest generation of wireless communication technology will be incorporated into our course as independent modules. The 5G relevant materials will be developed based on the content published by Dr. Han and other public resources:(15 hours are estimated for this task.)
		- Privacy and Security Issues in the 5G-Enabled Internet of Things by Liyuan Liu and Meng Han <https://www.taylorfrancis.com/books/>9780429199820
		- /chapters/10.1201/9780429199820-12
		- <https://www.3gpp.org/release-15>
		- <https://www.cisa.gov/5g>
	+ Creating video lectures/tutorials for the course. Outside of the online resources that are presented as URLs in the course, the learning content in the current course is entirely text-based. In this project, the faculty developer aims to record one or more video lectures/tutorials for each module to either guide students through the development process or highlight important concepts or information that may be overlooked otherwise. (15 hours are estimated for this task.)
1. *Action Plan for IT 6203 – IT Design Studio*

Faculty developer – Dr. Zhigang Li. Estimated time working on this course: 50 hours.

This course uses the MEAN stack (MongoDB, Express, Angular, and NodeJS) as the development environment. The learning materials used in the current course are relatively outdated due to the fast cycle of software releases. For instance, the version of AngularJS, which is the primary development framework used in the current course is 6. However, the current release of AngularJS is 10. Other components of the MEAN stack are in a similar situation. An update to the instructions to reflect the new software environment is in urgent need. In addition, the faculty developer also aims to introduce new topics such as DevOps that are currently in high demand in the job market. Other improvements such as video lectures will also be created. A detailed list of updates and improvements are as follows.

* + *Update existing instructions in the course to reflect the current release of MEAN stack*. There are 9 modules in the course that are related to the MEAN stack. All the instructions, along with screenshots and other materials will be updated to use the current release of the MEAN stack components. Due to the nature of the course, most of the content in the course is custom instructions developed by the faculty developer. External resources such as the documentation websites for the respective MEAN stack components will be linked in the course as supplemental readings where appropriate. 10 hours are estimated for this task.
	+ *Developing learning materials for new topics such as DevOps*. Information about the DevOps and Agile development are plentiful on the Internet, the goal is to develop a brief introduction to the concept of DevOps and refer students to the existing online resources such as those available on DevOps.com for more in-depth reading. 5 hours are estimated for this task.
	+ *Redeveloping existing learning materials from Word format to HTML*. The learning materials in the current course were developed in Word format. Despite having its advantages, the Word format is not well suited for the D2L web environment. Converting them to HTML allows for better integration with D2L, better accessibility compliance, better readability, better integration with multimedia, and lastly, better learner experience. 20 hours are estimated for this task.
	+ *Creating video lectures/tutorials for the course*. Outside of the online resources that are presented as URLs in the course, the learning content in the current course is entirely text-based. In this project, the faculty developer aims to record one or more video lectures/tutorials for each module to either guide students through the development process or highlight important concepts or information that may be overlooked otherwise. 15 hours are estimated for this task.
1. *Action Plan for IT 6823 - Information Security Concepts & Admin*

Faculty developer – Dr. Lei Li. Estimated time working on this course: 50 hours.

The MSIT program is revising its security focus in fall 2020. As a pre-requisite of five security courses, IT 6823 is undergoing a major revision too. The catalog description and student learning outcomes are modified. About 60% of the original learning modules are kept. Several news topics such as information security framework, risk assessment and management, intrusion detection/prevention system, and incident response and recovery are added to the course. In this project, we propose to update the existing OER material and create new OER material given the updated learning outcomes and topics.

* *Revision of existing OER material in the existing learning modules*. The actions in this step mainly involve check for broken links, examine if the content is still appropriate, add new material if needed, change the presentation of the OER material using department provided template, update test bank/assignments/labs, check and fix accessibility issues in the OER material. 15 working hours are estimated for this task.
* *Creation of new OER material*. Four new learning modules will be created specifically, information security framework, risk assessment and management, intrusion detection/prevention system, incident response, and recovery. There is a wealth of information available through various resources on the internet.
	+ Information security framework module. The material will mainly be drawn from two major government sites 1) National Institute of Standards and Technology (NIST) (<https://www.nist.gov/cyberframework>) and National Initiative for Cybersecurity Careers and Studies (<https://niccs.us-cert.gov/workforce-development/cyber-security-workforce-framework>).
	+ Risk assessment and management module. OER material can be drawn from a white paper from a government agency (e.g., Guide for Conducting Risk Assessments from NIST, <https://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-30r1.pdf>), paper from academic journals (e.g., Whitman M., Mattord, H., 2012, Threats to Information Security Revisited, Journal of Information Systems Security), as well as many other Web resources.
	+ Intrusion detection and prevention module. This is a relatively mature area in information security. There are many open access academic papers available. For example, Khraisat, A., Gondal, I., Vamplew, P. et al. Survey of intrusion detection systems: techniques, datasets, and challenges. Cybersecurity, 2, 20 (2019), available at: <https://link.springer.com/article/10.1186/s42400-019-0038-7>. There are also many open-source software packages available for developing labs, e.g. Snort - Network Intrusion Detection & Prevention System ([www.snort.org](http://www.snort.org)).
	+ Incident response and recovery module. A government white paper can be a good resource: Computer Incident Handling Guide (<https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-61r2.pdf>)

As shown in the examples above, there are vast amounts of information available for related topics from the government agency, academic papers, and commercial websites. Dr. Li will also use two textbooks as reference points for the content organization for the new learning modules: 1) Mark Merkow and Jim Breithaupt, Information Security: Principles and Practices, 2nd edition, Person, 2014; 2) Michael Whitman and Herbert Mattord, Management of Information Security, 6the edition, Cengage, 2019.

Dr. Li will synthesize the content from those Web resources and organize them into OER format. In addition, Dr. Li will record lectures for each module and create ancillary material such as test bank, assignment, and lab. Dr. Lei Li is estimated to spend 25 hours on this task.

*Provide a project timeline aligned with the action plan above. Include major milestones and deadlines, keeping in mind your selected Final Semester.*

In the section, we first describe the overall project timeline. The timeline for each proposed course is listed separately.

1. *Overall Project Timeline – Responsible personal: Dr. Lei Li*
	1. *12/15/2020*. Complete accessibility training and review of existing OER material.
	2. *5/15/2021*. a) Complete the development of accessibility compliant OER material; b) Complete the project progress report.
	3. *7/30/2021*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, assignment and/or labs; b) Complete student review of the OER material; c). Develop an online survey instrument for collecting students’ feedback after courses are taught using updated OER material; d) Complete the project progress report.
	4. *12/15/2021*. a). Complete course offerings with updated OER material. b). Complete the course survey on updated OER material; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L. d). Compile and submit the final project report.
2. *Timeline for IT 4153 – Advanced Database - Responsible personal: Dr. Linh Le*
3. *12/15/2020*. Complete accessibility training. Complete updating module 1 – 9.
4. *5/15/2021*. a). Complete the development of accessibility compliant OER material b). Complete expanding modules 10 – 13. c). Complete complying all OER materials and accessibility to ALG standards.
5. *7/30/2021*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, and assignment; b). Conduct student review of the OER material; c) Improve the course materials based on the received feedback.
6. *12/15/2021*. a). Complete course offerings with updated OER material. b). Collect students’ feedback on the course; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L.
7. *Timeline for IT 4833 – Wireless Security - Responsible personal: Dr. Meng Han*
8. *12/15/2020*. a). Complete accessibility training. b). Review the content of OER material in existing modules. c). check for accessibility issues of existing modules.
9. *5/15/2021*. Complete the development of accessibility compliant OER material for four new learning modules. The existing OER material will be updated and comply with accessibility standards set by ALG.
10. *7/30/2021*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, tests, and labs; b) Perform the learning module student review by Michael Handlin. Improve the module and other modules based on the feedback received from Michael.
11. *12/15/2021*. a). Complete the first-time course offering with updated OER material. b). Collect students’ feedback on updated OER material; c). Publish all the OER material to the website and the D2L course management system.
12. *Timeline for IT 6203 – IT Design Studio – Responsible personal: Dr. Zhigang Li*
	1. *12/15/2020*. Complete accessibility training. Review the existing course, collect necessary materials and resources, and prepare a detailed task list for the update/redevelopment.
	2. *5/15/2021*. a). Complete updating the instructions in the course to the current release of the MEAN stack. Learning materials for new topics such as DevOps will also be developed.
	3. *7/30/2021*. a). Complete the redevelopment of accessibility compliant course materials in HTML format, along with the video lectures.
	4. *12/15/2021*. a). Complete course offerings with updated OER material. b). Collect students’ feedback on the course; c). Publish the updated OER material in a public website and create a course package that can be imported into D2L.
13. *Timeline for IT 6823 - Responsible personal: Dr. Lei Li*
14. *12/15/2020*. a). Complete accessibility training hosted by Sarah Cooper. b). Review the content of OER material in existing modules and check for accessibility issues. The existing OER material will be updated and comply with accessibility standards set by ALG.
15. *5/15/2021*. Complete the development of accessibility compliant OER material for four new learning modules.
16. *7/30/2021*. a). Complete the development of accessibility compliant OER ancillary material such as quizzes, test banks, and labs; b) Send one learning module to Michael Handlin for student review. Revise the module and other modules based on the feedbacks received
17. *12/15/2021*. a). Complete course offering with update OER material. b). Collect students’ feedback on updated OER material; c). Host the OER material in a publicly available website and create a course package that can be imported into D2L.

# Budget

*Please enter your project’s budget below. Include personnel and projected expenses, keeping in mind that this grant funds the estimated time in your Action Plan. The maximum amounts for the award are as follows:*

* *$2,000 maximum per team member for salary, course release, travel, etc.*
* *Additional project expenses allowed, but must be adequately justified in this section*
* *$10,000 maximum total award per grant*

The budget of this proposal is listed as follows.

* Dr. Lei Li, project lead, developer and instructor of record for IT 6823, $2500 for summer salary.
* Dr. Meng Han, developer and instructor of record for IT 4833, $2000 for summer salary.
* Dr. Linh Le, developer and instructor of record for IT 4153, $2000 for summer salary.
* Dr. Zhigang Li, developer and instructor of record for IT 6203, $2000 for summer salary.
* Sarah Cooper, instructional designer, $1200 for summer salary.
* Michael Handlin, student reviewer, $300.

**Total budget: $10,000**

# Creative Commons Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding will, by default, be made available to the public under a Creative Commons Attribution License (CC-BY), with exceptions for modifications of pre-existing resources with a more restrictive license.*

# Accessibility Terms

*I understand that any new materials or revisions created with Affordable Learning Georgia funding must be developed in compliance with the specific accessibility standards defined in the* [*Request for Proposals*](https://www.affordablelearninggeorgia.org/about/rfp_r18)*.*

# Letter of Support

*The Department Chair from the corresponding project, or the Department Chair’s direct report such as the Dean or Provost, must provide a signed Letter of Support for the project. This letter should acknowledge the following:*

* *The department will provide support for fund disbursement in correspondence with the Grants/Business Office.*
* *The department approves of the work on the proposal by the applicant(s).*
* *The department acknowledges the sustainability of these affordable resources after the grant work is complete.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide a letter of support.*

*Please provide the name and title of the department chair (or other administrator) who provided you with the Letter of Support.*

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| --- |
| *Dr. Rebecca Rutherfoord, Professor of IT, Chair of Department of Information Technology* |

# Grants or Business Office Letter of Acknowledgment

*Institutional Grants/Business Offices will be responsible for fund disbursement, often in correspondence with the Department Chair, including expense and travel reimbursement. Applicants will need to provide a short Letter of Acknowledgment stating that the Grants/Business Office knows about the applicant’s intent to apply for an Affordable Materials Grant. Either the Department Chair or the Project Lead can work with the Grants/Business Office to get this signed letter.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide a letter of acknowledgment.*

*Please provide the name and title of the grants or business office representative who provided you with the Letter of Acknowledgment.*

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| --- |
| Kim Hunt, Grants and Contract Manager Office of Research, Kennesaw State University |