Affordable Materials Grants, Round 18:

Continuous Improvement Grants

(Fall 2020 – Fall 2021)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file is 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 | Georgia Highlands College |
| Applicant name | Banhi Nandi |
| Applicant email  | bnandi@highlands.edu |
| Applicant position/title | Instructor of Biology |
| Submitter name  | Banhi Nandi |
| Submitter email  | bnandi@highlands.edu |
| Submitter position/title | Instructor of Biology |

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 | Banhi Nandi | bnandi@highlands.edu |
| Team member 2 | Kimberly Subacz | ksubacz@highlands.edu |
| Team member 3 | Elizabeth Fleming | eclark@highlands.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*

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| Requested Amount of Funding*$10,000 maximum total award per grant* | $2,000 Banhi Nandi$2,000 Kimberly Subacz$2,000 Elizabeth Fleming**Total Amount: $6,000** |
| Course Titles and Course Numbers | Introduction to Medical Microbiology; Biol. 2161K |
| Final Semester of Project | * Summer 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.* | 1. <https://oer.galileo.usg.edu/biology-collections/20/>
2. Lib Guide: Medical Microbiology <https://getlibraryhelp.highlands.edu/c.php?g=977638>
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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 Goals:** The intend of this project is to improve our current lab materials and to add additional ancillary materials.

1. To revise the old laboratory manual
2. To create a new laboratory preparation manual for the lab coordinators
3. 16 supplemental PowerPoints for each lab exercise.
4. 16 pre-lab quizzes for each lab exercise.
* We will begin by revising the existing laboratory manual for Introductory Medical Microbiology (BIOL 2161K) course at Georgia Highlands College. The original lab manual was created by Veronica Morin and Andrew Wilson in the ninth round of the Affordable Learning Georgia Textbook Transformation Grants (ALG#309) for a traditional face to face lab environment. This project aims to not only update the old policies, but also to revise some of the lab procedures and techniques, to replace some images with better and more clear images, and to improve the organization and flow of the manual in order to create a more learner- friendly resource.
* Along with the revised laboratory manual for instructors and students, the faculty will also create a laboratory preparatory manual for each institution’s lab coordinator. This preparatory manual to accompany the lab manual. This prep manual will provide a detailed list of requirements for each specific lab for the laboratory coordinators to achieve a safer and more effective lab preparation.
* We also hope to improve student learning outcomes by reinforcing key topics from each lab exercise. For each lab exercise we will create a pre-lab quiz to prepare students on key concepts before they walk into lab each week. We also will have for each exercise a PowerPoint for instructors to use. The PowerPoint presentations reinforce key concepts within each exercise.

We believe that the revised laboratory manuals and the additional materials will increase learning outcome success for the students as well as will give additional resources to the instructors and the lab coordinators.

# 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.*

**Action Plan**: We have divided our action plan into following three phases:

**ANALYSIS AND DESIGN- Fall 2020:** The faculty members will assess and analyze the policies, techniques, and images of the existing lab manuals that are required to change. The faculty members will collaborate with the library faculty to design the formats of the pre-lab quizzes, laboratory prep-manuals, and supplemental PowerPoints for ease of use and accessibility.

**DEVELOPMENT- Spring 2021**: Grant team members will revise, update and/or create all elements of the project.

**IMPLEMENTATION- Summer 2021:** Newly created materials will be used in Summer courses. Any issues that arise will be corrected. At the end of Summer 2021 the updated materials will be delivered to GHC faculty and students using D2L, uploaded to the existing LibGuide for Medical Microbiology, and the Galileo Open Learning repository. All materials will be licensed under a Creative Commons Attribution 4.0 International License

**The roles and responsibilities of each grant member and the estimated time for completion of assigned tasks are outlined below:**

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| --- | --- | --- |
| Member Description | Role/Task | Time Frame |
| **Banhi Nandi**(Project Lead and Content Expert) | 1. Generate final grant reports and serve as liaison between GHC and USG on grant correspondence
2. Create a new laboratory preparatory manual consisting of 16 lab exercises
3. Create 16 supplemental PowerPoints for each of the lab exercises in the lab manual
 | 1. 3 hours for generation of final grant report
2. 3.5 hours per lab exercise to create prep-manual for lab X 16 lab exercises = 56 hours
3. 1 hour to create each PowerPoint X 16 lab exercises = 16 Hours

**TOTAL = 75 Hours** |
| **Kimberly Subacz**(Content Expert) | 1. Revise and update the existing lab manuals: 16 lab exercises
2. Create Pre-lab Quizzes for 16 lab exercises
 | 1. 3.5 hours per chapter to update the lab manual X 16 lab exercises = 56 hours
2. 1 hour to create one pre-lab quiz X 16 lab exercises = 16 Hours

**TOTAL = 72 Hours** |
| **Elizabeth Fleming**(Librarian and Instructional Design Expert) | 1. Advise and assist Faculty member on the design and accessibility issues of the project.
2. Upload all new and revised materials to the D2L, Microbiology LibGuide, and to the Galileo Open Learning Material Repository
3. Ensure CC-BY added to text and all ancillaries
 | 1. 40 hours for advising and assisting all content experts in instructional design and accessibility
2. 15 hours for proof-reading
3. 15 hours for uploading revised lab manuals & ancillaries and ensuring CC-BY attribution

**Total = 70 Hours** |

# Timeline

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

**Fall 2020 – ANALYSIS AND DESIGN PHASE:** Begin assessing and designing the ancillary materials.

**Spring 2021 – DEVELOPMENT PHASE:** Complete creation of materials.

**Summer 2021 –IMPLEMENTATION PHASE:** Implementation of additional materials within course, troubleshoot any potential issues, and assess student success. At the end of Summer 2021 share finalized resources via D2L, LibGuide, and Galileo Open Learning Materials.

# 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*

**BUDGET:** Distribution of funds is outlined below:

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| --- | --- |
| **Team Member** | **Budget Amount** |
| Banhi Nandi | $2,000 |
| Kimberly Subacz | $2,000 |
| Elizabeth Fleming | $2,000 |
| **TOTAL BUDGET** | $6,000 |

# 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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| Jason Christian, Chair of Biology |

# 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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| Krissy Shanahan, Grants Administrator |