Affordable Materials Grants, Round 21:

Continuous Improvement Grants

(Spring 2022 – Spring 2023)

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 21 RFP Page](https://www.affordablelearninggeorgia.org/about/rfp_r21).
* The italic text provided below is meant for clarifications and can be deleted.

# Applicant and Team Information

|  |  |
| --- | --- |
| Requested information | Answer |
| Institution | Georgia Highlands College |
| Applicant name | Kimberly Subacz |
| Applicant email | [ksubacz@highlands.edu](mailto:ksubacz@highlands.edu) |
| Applicant position/title | Assistant Professor of Biology |
| Submitter name |  |
| Submitter email |  |
| Submitter position/title |  |

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 | Kimberly Subacz | [ksubacz@highlands.edu](http://ksubacz@highlands.edu) |
| Team member 2 | Tom Harnden | [tharnden@highlands.edu](mailto:tharnden@highlands.edu) |
| Team member 3 | Sharryse Henderson | [shenders@highlands.edu](mailto:shenders@highlands.edu) |
| Team member 4 | Ejiroghene Ogaga | [eogaga@highlands.edu](http://eogaga@highlands.edu) |
| Team member 5 | Ashlyn Bates | [abates@highlands.edu](mailto:abates@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 ancillary materials for support of open educational resources (OER) used in existing courses |
| Requested Amount of Funding  *$10,000 maximum total award per grant* | $2,000 per content expert x 4 members = $8,000  $2,000 instructional designer  GRAND TOTAL = $10,000 |
| Course Titles and Course Numbers | Anatomy and Physiology II, BIOL 2122K |
| Final Semester of Project | Spring 2023 |
| Currently Existing Resource(s) to be Revised/Ancillaries Created | Past ALG grant materials  <https://oer.galileo.usg.edu/biology-ancillary/11/>  Current lab materials on the GHC LibGuide  <https://getlibraryhelp.highlands.edu/c.php?g=836658&p=6481774> |

# Project Goals

**The Goals:** The intent of this project is to improve our current lab materials and to add additional ancillary materials.

1. To revise the existing laboratory manual
2. Create additional videos
3. Creation of new SoftChalk content with self-assessments for online learners
4. Creation of pre-lab quizzes and lab practical exams

We will begin by revising the existing laboratory manual. We will replace some imagery, correct any spelling errors, check the manual for accessibility, and add in material as needed. The current lab manual is very heavy on anatomy imagery. The content creators are interested in adding additional physiology materials to the existing lab manual.

The videos created in the round 11 grants are wonderful and very useful. We will create additional videos on topics not covered in the previous grant work. Some of these topics include blood typing, endocrinology, and histology of tissues related to the various systems discussed in BIOL 2122. These videos are useful for students studying BIOL 2122 in any modality.

The team will create content that is geared for online learners using SoftChalk. With the software students can learn the lab material, and then assess their knowledge via low stakes quizzes. Here is an example of a low stakes self-assessment quiz we have created on the skull using SoftChalk.

<https://softchalkcloud.com/lesson/serve/1xoLNz6fjDc3tM/html>

We also hope to improve student learning outcomes by reinforcing key topics from each lab exercise in our face to face modalities as well. For each lab exercise we will create a pre-lab quiz to prepare students on key concepts before they walk into lab each week. The team will create new assessments using four lab practicals covering 1-2 topics in each practical. As the team revises the lab manual to add in addition physiology content, we will revise the lab practicals accordingly. The lab practicals are used in all modalities to assess BIOL 2122 students.

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.

# 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*

**ANALYSIS AND DESIGN- Spring and Summer 2022:** The faculty members will replace some imagery, correct any spelling errors, check the manual for accessibility, and add in material as needed. Video content creation topics will be specified. Online content creation with self-assessments will be designed using SoftChalk. The faculty members will collaborate to design the formats of the pre-lab quizzes and lab practicals for ease of use and accessibility.

**DEVELOPMENT- Fall 2022**: Grant team members will revise, update and/or create all elements of the project.

**IMPLEMENTATION- Spring 2023:** Newly created materials will be used in Spring courses. Any issues that arise will be corrected. At the end of Spring 2023 the updated materials will be delivered to GHC faculty and students using D2L, uploaded to the existing LibGuide for Anatomy & Physiology, 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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| --- | --- | --- | --- |
| Team member | Role | Tasks | Estimated time |
| Kimberly Subacz | Project Lead and Content Expert | Generate grant reports and serve as liaison between GHC and USG on grant correspondence;  Revise and update the corresponding lab manual, create additional videos, and create new lab quizzes and examinations. | 5 hours for generation of final grant report  Revision of associated ancillaries = 50 hours  **TOTAL = 55 hours** |
| Ejiroghene Ogaga | Content Expert | Revise and update the corresponding lab manual, create additional videos, and create new lab quizzes and examinations. | Revision of associated ancillaries = 50 hours  **TOTAL = 50 hours** |
| Sharryse Henderson | Content Expert | Revise and update the corresponding lab manual, create additional videos, and create new lab quizzes and examinations. | Revision of associated ancillaries = 50 hours  **TOTAL = 50 hours** |
| Ashlyn Bates | Content Expert | Revise and update the corresponding lab manual, create additional videos, and create new lab quizzes and examinations. | Revision of associated ancillaries = 50 hours  **TOTAL = 50 hours** |
| Tom Harnden | Instructional Design Expert | Advise and assist content experts on effective instructional design practices to consider and utilize throughout the design and development phases of the project  Create ancillary materials utilizing SoftChalk such as new online content with low stakes self assessments | 20 hours for advising and assisting all content experts in instructional design and accessibility  30 hours for creation of ancillaries  **TOTAL = 50 hours** |

# Timeline

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

**ANALYSIS AND DESIGN- Spring and Summer 2022:** Begin assessing and designing the ancillary materials.

**DEVELOPMENT- Fall 2022**: Complete creation of materials.

**IMPLEMENTATION- Spring 2023:** Implementation of additional materials within course, troubleshoot any potential issues, and assess student success. At the end of Spring 2023 share finalized resources via D2L, LibGuide, and Galileo Open Learning Materials. All materials will be licensed under a Creative Commons Attribution 4.0 International License

# Budget

All grant funds will be used to support team members in the form of supplemental pay/stipend. No other projects expenses are anticipated. Distribution of funds is outlined below:

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

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| **Team Member** | **Budget Amount** |
| Kimberly Subacz | $2,000 |
| Ejiroghene Ogaga | $2,000 |
| Sharryse Henderson | $2,000 |
| Ashlyn Bates | $2,000 |
| Tom Harnden | $2,000 |
| **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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| *Brandy Rogers, Biology Chair. School of STEM* |

# 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, Faculty Affairs Administrator*** |

*Round 21 Proposal*