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.

The Round 21 Kickoff will include an asynchronous training module, required for all team members to complete, followed by the synchronous Kickoff Meeting on March 25, 2022 from 1pm-4pm. At least two team members from each awarded team (unless the award is for one individual) are required to attend the synchronous Kickoff Meeting.

# 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 | Ejiroghene Ogaga |
| Applicant email  | eogaga@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.

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| --- | --- | --- |
| Team member | Name | Email address |
| Team member 1 | Ejiroghene Ogaga | eogaga@highlands.edu  |
| Team member 2 | Tom Harnden | tharnden@highlands.edu |
| Team member 3 | Sharryse Henderson | shenders@highlands.edu  |
| Team member 4 | Kimberly Subacz | ksubacz@highlands.edu  |
| Team member 5 | Ashlyn Bates | 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 per instructional designer x 1 = $2,000GRAND TOTAL = $10,000 |
| Course Titles and Course Numbers | Human Anatomy and Physiology I, BIOL2121K |
| 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/>GHC LibGuide: Anatomy & Physiology I Lab Materials<https://getlibraryhelp.highlands.edu/c.php?g=836658&p=6481774> |

# Project Goals

The intent of this project is to improve our current lab materials and to add more 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

The existing laboratory manual will be revised. 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 heavy on anatomy content, but we plan to add more physiology lab activities.

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 the histology of tissues related to the various systems discussed in BIOL 2121K. These videos will be useful for students studying BIOL 2121K in any modality.

The team will create content that is geared for online learners using the SoftChalk platform. With the software students can learn the lab material and 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 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 attend lab each week. The team will create new assessments using four lab practicals covering 1 - 2 body systems in each practical. As the team revises the lab manual to add in physiology content, we will revise the lab practicals accordingly. The lab practicals are used in all modalities to assess BIOL 2121K students.

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

# Action Plan

**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 the SoftChalk platform. 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  |
| Ejiroghene Ogaga | 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 reportRevision of associated ancillaries = 50 hours**TOTAL = 55 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**  |
| Kimberly Subacz | 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 projectCreate ancillary materials utilizing the SoftChalk platform such as new online content with low stakes self-assessments | 20 hours for advising and assisting all content experts in instructional design and accessibility30 hours for creation of ancillaries **TOTAL = 50 hours** |

# Timeline

**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** |
| Ejiroghene Ogaga | $2,000 |
| Sharryse Henderson | $2,000 |
| Tom Harnden | $2,000 |
| Kimberly Subacz | $2,000 |
| Ashlyn Bates | $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.*

# 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 Acknowledgment Form

*Institutional Grants/Business Offices will be responsible for fund disbursement, often in correspondence with the Department Chair, including expense and travel reimbursement. All applicants will need to provide a signed Acknowledgement Form, the template for which is linked on the RFP page, 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 form.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide this form.*

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

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| *Krissy Shanahan, Faculty Affairs Administrator* |