Guidelines, ALT-2040 Fund 2022

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Version 2, August 23, 2021 (change of LOI date due to holiday)

ALT-2040 2022 GUIDELINES

Overview

The ALT-2040 Fund supports program development, curriculum transformations, student experience enhancement and educational resource development that accelerates the curricular vision expressed in Outlook 2040. Selection of funded projects is guided by the [transformative learning strategies of UBC's Strategic Plan](#) and the academic program priorities articulated in [Outlook 2040,](#) UBC Okanagan's [Declaration of Truth and Reconciliation Commitments](#) and UBC's commitments to [anti-racism initiatives](#).

The 2022 ALT-2040 Fund has three funding streams:

1. ***Open educational resources (OER) focus stream.*** Up to $10,000 may be requested for projects focused on developing or adapting OER (e.g., open textbook, digital content, course assessments, course assignments) or incorporating open educational practices in one or more courses. A project may be up to two years in length. Proposals are due on **November 22, 2021 (3:00 PM)**.

2. ***Program and learning experience enhancement stream***. Up to $25,000 may be requested to develop and implement innovations that enhance an academic program or provide benefits across multiple programs. This includes implementing non-credit, proficiency-based credentials within existing academic programs that recognize skills and competencies (e.g., micro-credentials aligned to industry standards) or enhance teaching effectiveness (e.g., credential programs for teaching assistants, instructors). A project may be up to **two years** in length. Proposals are due **November 22, 2021 (3:00 PM)**.

3. ***Program development and redesign stream.*** Up to $100,000 may be requested to develop a new credit-based program or undertake a significant redesign of an existing credit-based academic program. Up to $25,000 may be requested to develop a proficiency-based non-credit program (non-credit certificate or a minimum of three letters of proficiency). Projects may be up to three years in length. A Letter of Intent is due **October 4, 2021[1]**; if invited to apply, the proposal is due on **November 22, 2021 (3:00 PM)**.

All projects must meaningfully transform UBCO students' learning experiences with an implementation focus and scope consistent with the funding stream. Preference is given to projects that align with one or more of the [ALT-2040 Priority Focus Areas](#).

Projects associated with the *Program development and redesign stream* and the *Program and learning experience enhancement stream* must address a program-level opportunity or challenge whereas *OER stream* projects may be focused at the course level. Projects that create significant OER resources in order to address a program-level benefit (e.g., significantly reduce educational materials cost while improving student learning outcomes within all first and/or second year courses) may align with the *Program and learning experience enhancement stream.*

For an overview of the key differences between streams, please see [Key Differences between ALT-2040 Fund Streams](#).

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[1] *Note change from September 30, which is a holiday, to October 4, 2021.*

ALT-2040 Fund Priority Focus Areas for 2022

- Strengthen and expand Indigenous-focused curricula in existing programs and/or competence for instructors working with Indigenous topics.
- Develop approaches, resources, activities or programs that support diversity and build capacity for inclusion in teaching and learning contexts.
- Create and/or incorporate open educational resources to make education more affordable and accessible to students; partnering with students to create resources is particularly encouraged.
- Transform curricula in response to the recommendations of a program review or significant curriculum planning process.
- Implement learner-centred learning outcomes, competencies or graduate attributes within an undergraduate degree program, major or concentration.
- Develop a program-level flexible learning strategy and redesign key courses to support flexible delivery.
- Enhance or create instructor or teaching assistant credential (training/educational) programs to encourage reflective and evidence-based approaches to teaching and educational leadership.
- Create new interdisciplinary or cross-faculty program structures such as new degrees, minors and non-degree programs (diplomas, certificates or letters of proficiency).
- Develop a program strategy and implement experiential learning as a required element within an academic program.
- Co-develop curricula with external partners (community, industry) and offer credit or proficiency-based non-credit opportunities accessible to both UBC students and external learners (may be delivered separately).

Criteria

- The project aligns with the ALT-2040 Fund Priority Focus Areas and advances transformative learning strategies of UBC's Strategic Plan and UBC Okanagan academic priorities and plans (e.g., Outlook 2040, UBC Okanagan's Declaration of Truth and Reconciliation Commitments and UBC's commitments to anti-racism initiatives).
- The project demonstrates positive impacts on student learning or the student learning experience in alignment with the selected ALT-2040 project stream.
- The project uses innovative (new, novel or significantly improved) educational strategies, pedagogical approaches, techniques or tools that have a strong potential to improve student outcomes and/or experiences.
- The project benefits a significant number of UBC Okanagan students directly (e.g. enhancement of curriculum, services, and resources) and/or indirectly (e.g. training of faculty and staff in new pedagogies or learning technologies).
- The project uses outcomes-based criteria to determine success; the criteria and the methods by which data are to be collected are clearly outlined in the proposal's evaluation plan.
- The proposal provides a clear rationale, methodology, objectives and work plan.
- The project is feasible; the objectives are achievable within the proposed timeline and budget.
- The budget is appropriate, with a clear justification of associated costs. Preference may be given to projects with meaningful additional funding sources and/or in-kind resources.
- The proposal describes how students were consulted in the preparation of the proposal, and how students will be involved in the development and implementation of the project.

Eligibility Considerations

- The Lead Applicant of an ALT-2040 Fund proposal must be a full-time, continuing faculty member of the University of British Columbia Okanagan Campus (includes Librarians) or a full-time lecturer with a term appointment that remains active through the length of the project (June 2024 for OER focus stream and Program and learning experience stream projects, and June 2025 for Program development and redesign stream projects).
- Lead Applicants to the ALT-2040 Fund may not normally hold more than one ALT-2040 Fund grant[2] concurrently. Co-applicants and other team members can be involved in more than one active ALT-2040 Fund project at a time. An exception may be made to concurrently hold an *OER focus stream* grant and a grant from one of the other streams where there is no discernible overlap in the projects. Exceptions should be discussed in advance with the ALT-2040 Fund manager and documented in the proposal.
- Projects with a **primary purpose** of program evaluation for accreditation or similar purposes are ineligible. Projects that focus on implementing recommendations from a review process are eligible.
- Projects with a **primary purpose** to create or develop new technologies, new software systems or platforms are ineligible.
- Projects with a **primary purpose** of research are ineligible. Research may be conducted as part of the project (see ethics, funding comments under "Other Considerations and Reporting"), but it may not be the motivation for the project.
- Projects that focus on developing revenue-generating, externally focused, non-credit continuing education programs are ineligible.

Sharing and Re-use:

- Teaching and learning materials created through the ALT-2040 Fund must be made available for re-use within UBC.
- Successful ALT-2040 Fund applicants for the *Program and learning experience enhancement stream* and *Program development and redesign stream* are strongly encouraged to license any learning materials developed under an appropriate Creative Commons License and to share the materials widely through UBC's digital sharing channels (e.g., UBC Wiki, cIRcle, UBC's YouTube channel).
- *OER focus stream* projects or OER developed within other project streams must adhere to the following:
  1. Resources developed must be shared with an open copyright license (e.g., Creative Commons) to allow for re-use, remix, revision and redistribution of the content for educational purposes. Exceptions for specific materials in an open work (e.g., culturally sensitive materials) should be discussed in advance with the ALT-2040 Fund manager and documented in the proposal.
  2. Appropriate communication and permissions must be provided where students participate in teaching and learning materials development in a course or program context. (See: Creating Open Education Resources – Having Students Publish Their Work)
  3. Resources published in a non-editable format must also make an editable version or source file available.
  4. Teaching and learning materials developed should follow the guidelines in the Open UBC OER Accessibility Toolkit. All openly available content and materials used or adapted must have proper attributions.

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[2] Includes projects funded under the predecessor ALT Fund and OER Grants pilot program (2020)

Budget Considerations

- Teaching buyouts may be requested in association with *Program development and redesign stream* projects <u>only</u>. The ALT-2040 Fund will provide up to 50% of one course release per year. The faculty or department must fund the remaining balance. Partial course buyouts will not be funded. The proposal must include a letter of support from the Department Head/Director.
- The ALT-2040 Fund may not be used for equipment, infrastructure or scholarly dissemination (e.g., conference registration, conference travel) costs. If funding is received from other sources (e.g., department, faculty, such costs may be allocated within the budget as an in-kind contribution
- The ALT-2040 Fund is not a professional development (PD) fund; funds may not be used to cover any applicant's PD expenses (workshop fees, travel, etc.).
- The ALT-2040 Fund may be used to cover reasonable expenses associated with hosting workshops, think tanks, focus groups or similar events, including PD activities, where the event goals <u>align with and advance</u> the project's goals and outcomes.
- ALT-2040 Fund applicants, with the exception of students in project worker roles, should not normally receive salary or honoraria from the ALT-2040 Fund. Exceptions should be discussed in advance of proposal submission with the ALT-2040 Fund manager and documented in the proposal.
- Funds cannot be used to purchase external consulting or other types of services where the expertise is available within UBC at a reasonable cost and in a timely manner.
- The applicant(s) should consult with any and all central service or operational units that are expected to contribute to the project. A letter of resource commitment/support for any significant infrastructure and/or service commitments must be submitted with any proposal. Letters may be in the form of an email to the Lead Applicant from a person authorized to commit resources for the organization (e.g., Head, Director).
- Where research is included in a proposal (note the eligibility considerations regarding research outlined above), the budget must clearly identify research-related expenses. If a proposal is funded, the funds that support research must be transferred into a research account; in this event, a research project information form (RPIF, here: https://ors.ok.ubc.ca/forms/) must be submitted to the Office of Research Services. Research involving human subjects must have ethics approval prior to the transfer of funds.
- Unspent funds revert to the Provost Office at the end of the funding period.

Reporting

- An annual report, including a summary for public dissemination, is required of all multi-year projects.
- Project teams are encouraged to participate in the annual poster session event.
- A final report, including a comprehensive summary for public dissemination, is required of all projects.

KEY DIFFERENCES BETWEEN ALT-2040 FUND STREAMS

	OER focus	Program & learning experience enhancement	Program development & redesign
Purpose	Create and/or adapt OER to provide students with meaningful, contextualized learning materials.	Develop and implement innovations that enhance an academic program or benefit multiple programs.	Develop a new academic program or undertake a significant redesign of an existing academic program.
Maximum funding	$10,000	$25,000	$100,000 for credit and $25,000 for non-credit programs
Maximum length	2 years	2 years	3 years
Number of stages	1 (proposal only)	1 (proposal only)	2 (LOI+ proposal)
Letter of Intent Due Date	Not applicable	Not applicable	October 4, 2021[3]; Deans Review 1st week of October
Proposal Due Date	November 22, 2021	November 22, 2021	November 22, 2021
Faculty Course Release	Not funded	Not funded	50% of one course release per year
Letter of Intent requirements	Not applicable		Affirm all Department Heads (or equivalents) were consulted and have agreed in principle to support project.
Approvals and consultations for all proposals	- Approval letter from Department Head (or equivalent) of Lead Applicant - Approval of the Dean or designate of the Lead Applicant. - Approval letter from Dean or designate of any UBC Okanagan faculty/school committing resources - Resource commitment letters from departments and service units committing resources, including faculty and staff time. - Approval letter for any buyout (as applicable). - Consultation with Provost Office required for new credit programs. - Consultation with the CTL is strongly recommended. - OER projects must consult Open Education Librarian.		

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[3] *Note change from September 30, which is a holiday, to October 4, 2021.*

APPLICATION PROCESS

Timeline

Applications for the ALT-2040 Fund must be submitted online. The *Program development and redesign stream* requires a letter of intent (LOI) and a proposal, whereas the *OER focus stream* and *Program and learning experience enhancement stream* require a proposal only.

1) *OER focus stream*
   - Proposals must be submitted online by 3:00 PM, November 22, 2021

2) *Program and learning experience enhancement stream*
   - Proposals must be submitted online by 3:00 PM, November 22, 2021

3) *Program Development and redesign stream*
   - LOI must be submitted online by 3:00 PM, October 4, 2021[4];
   - Dean (or Deans for multi-faculty projects) review 1st week of October.
   - Applicants notified the week of October 10, 2021.
   - Proposal must be submitted online by 3:00 PM, November 22, 2021.

The adjudication committees make funding recommendations to Provost or designate. The Provost or designate finalizes funding decisions (anticipated in January - February 2022). Funds will be made available as soon as practical after approval. The official start date for any proposal is considered to be May 1 of the year of approval.

Approvals needed

- Letter of Intent, *Program development and redesign stream:*
    - The Lead Applicant must indicate that the Department/Unit Heads/Directors of all project applicants have been consulted, are aware of potential resource commitments and have agreed **in principle** to support the project.
- Proposal round, all streams require:
    - Approval letter from the Department/Unit Head/Director of Lead Applicant; and
    - A resource commitment letter from any UBC department/unit or administrative unit committing resources (including teaching buyouts, faculty member and staff time).
    - Approval letter from the Dean of the Lead Applicant and the Dean or designate of any UBC Okanagan faculty/school that is committing resources.

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DOCUMENTS AND TEMPLATES

Microsoft Word and Excel templates for the ALT-2040 Fund are available on the ALT-2040 website. If you have difficulty opening the documents, contact altfund.ok@ubc.ca.