# 2022 ALT-2040 Fund Letter of Intent Template Program Development and Redesign Projects

**This template is for development purposes. Letters of Intent must be submitted online by 3:00 PM, October 4, 2021.**

Please read the criteria and application instructions at <https://alt-2040.ok.ubc.ca/>. The Letter of Intent (LOI) should be written in language that is understandable to a non-specialist. Note that the questions will vary depending on if you are proposing a new credit-based program or transforming an existing credit-based program. The online application system stores information as plain text; you will not be able to include tables, graphs, or charts in your LOI.

# BASIC PROJECT INFORMATION and headS’/directorS’ AGREEMENT

### Project Title

*Please do not use all-caps.* ***[200 characters max.]***

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### Lead Applicant

*For administrative purposes, there must be one Lead Applicant only; they should be either a full-time, continuing UBCO faculty member (includes Librarians) or a full-time UBCO lecturer with an appointment that remains active through the project length (June 2025). Include Name, Title, Primary email address, Department/school/Unit.*

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### Please select your primary Faculty (for approval routing purposes).

**(Pull Down List)**

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### Co-applicants (if applicable)

*Please indicate all other applicants’ name as well as corresponding title(s), affiliation(s), and email, separated by commas (e.g. Jane Doe, Associate Professor, Nursing, FHSD, jane.doe@ubc.ca).*

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### Department Head Level Agreement in Principle

*I confirm that the Department/Unit Head, Director, Associate Chief Librarian or equivalent of* ***all*** *of the applicants have been consulted on the nature of the project, are aware of potential resource commitments and have agreed i****n principle*** *to support the project.*

Yes

# FUNDING, TIMING AND PRIORITY FOCUS AREA ALIGNMENT

### Anticipated Funding Request

*Total funding requested (up to $100,000 for credit-based program development and transformation).*

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### Anticipated Length of Project

*Please select the appropriate response.*

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|  | 1 year |
|  | 2 years |
|  | 3 years |

### Alignment with Priority Focus Areas

*Select which of the ALT fund Priority Focus areas is* ***most*** *relevant to your proposal.*

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|  | Strengthen and expand Indigenous-focused curricula in existing programs and/or competence for instructors in 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 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 that are accessible to both UBC students and external learners (may be delivered separately). |

### Project type

*Please select the type of project*

* Proposing a new credit-based program à Go to Page 3
* Undertaking a significant redesign of an existing program -à Go to page 5

# PROJECT DETAILS – NEW ACADEMIC PROGRAM: *This section applies to projects that are proposing a new academic program.*

### Academic program

*Provide the anticipated name of your program and its type (e.g., degree, major, minor, credit certificate, non-credit certificate, multiple letters of proficiency).*

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### Program Description

*Briefly describe the program you are proposing, the rationale for it, and highlight its strengths.Why is this program innovative? [****250 Words Max.****]*

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### Strategic Alignment

*Explain how your proposed program advances the academic program directions that are identified in UBC’s Strategic Plan and as applicable faculty strategic plans and UBC Okanagan academic priorities and plans (e.g.,* [*Outlook 2040*](https://okmain.cms.ok.ubc.ca/wp-content/uploads/sites/26/2019/02/UBCO-Outlook-2040.pdf)*, UBC Okanagan’s* [*Declaration of Truth and Reconciliation Commitments*](https://ok.ubc.ca/trc/) *and UBC’s commitments to* [*anti-racism initiatives*](https://antiracism.ubc.ca)*).* ***[150 words max.]***

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### Anticipated enrolment

*On an annual basis, how many students/learners do you estimate will enroll in your program? Please provide a number and explain how you arrived at this number.*

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### Program Niche

*Please describe the target audience and the market need(s) your proposed program will fulfill. Why do you believe that the program will be successful.* ***[350 words max]***

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### Synergies and Institutional Benefit

*To what extent does the program build on the institution’s existing infrastructure, resources and experience? How will the institution as a whole benefit from this program?* ***[200 words max]***

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### Program Development Approach

*Provide a summary of the approach and methods you intend to use to develop your program. What will be the specific outcomes of your proposed ALT-2040 Fund Project in relation to the program development? As appropriate, identify any innovative, evidence-based teaching and/or learning practices that will be incorporated into your new program.* ***[350 words max.]***

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### Anticipated Resource Requirements

*Explain the resources you will need to develop your program. Please indicate how the requested funding will be used and what additional resources may be needed from your academic unit(s) (e.g., teaching buyouts, staff time) and from central support services (e.g., CTL, UBC Okanagan Library, OPAIR; and IT, Media and Classroom Services).* ***[250 words max.]***

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# PROJECT DETAILS – REDESIGN OF AN EXISTING PROGRAM *This section applies to projects that are undertaking a significant redesign of an existing academic program*

### Project Description

*Summarize what you intend to do in this project, ensuring that you identify the academic program level need or goal that is being met and* ***why it is innovative****. Briefly explain how the project will benefit students and contribute to enhancing the teaching and learning environment.* ***[250 words max.]***

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### Alignment with Strategic Plans

*Explain how your proposed project advances the academic program directions that are identified in UBC’s Strategic Plan and as applicable faculty strategic plans and UBC Okanagan academic priorities and plans (e.g.,* [*Outlook 2040*](https://okmain.cms.ok.ubc.ca/wp-content/uploads/sites/26/2019/02/UBCO-Outlook-2040.pdf)*, UBC Okanagan’s* [*Declaration of Truth and Reconciliation Commitments*](https://ok.ubc.ca/trc/) *and UBC’s commitments to* [*anti-racism initiatives*](https://antiracism.ubc.ca)*).* ***[150 words max.]***

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### Students Impacted by the Project

*On an annual basis, how many students do you estimate will directly and indirectly benefit from your project? Please provide a number and explain how you arrived at this number.* ***[150 words max]***

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### Academic program(s)

*Identify which academic program(s) will benefit directly and indirectly by the project. [****250 Words Max.****]*

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### Case for Action

*What factors are driving your decision to substantially redesign your program. Highlight the results of any market research or engagement activities that you have undertaken that support your program transformation?* ***[200 words max]***

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### Project Approach and Methods

*Provide a summary of the approach and methods you intend to use. Ensure that you factor in consultation timelines including internal engagement (e.g., department retreats, discussions with related academic programs, engagement with external experts as appropriate and engagement with community and /or industry. As appropriate, identify any new and innovative evidence-based teaching and/or learning practices that will be implemented to achieve project goals.* ***[250 words max.]***

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### Anticipated Resource Requirements

*Explain the resources needed to plan, implement and evaluate your project. Please indicate how the requested funding will be used and what additional resources may be needed from your academic unit(s) (e.g., teaching buyouts, staff time) and from central support services (e.g., CTL, UBC Okanagan Library, OPAIR; and IT, Media and Classroom Services).* ***[250 words max.]***

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### Project Success

*How will you know your ALT-2040 Project is successful? Please be as specific as possible.* ***[250 words max.]***

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