The University of Missouri System is providing funding to encourage faculty members to share their expertise with other UM System campuses. The initiative is designed to encourage the sharing of courses among the four campuses to increase options for students, provide opportunities for faculty development leaves, or even expand departmental offerings.

**MARCH 10 PROPOSALS DUE**

In the past, one of the major barriers to sharing courses has been that when students from one campus take courses from another UM System campus, the home campus loses tuition fees. Based on earlier pilots at the university and elsewhere, this initiative is designed to promote course sharing and collaborative programs that overcome that barrier. Proposals will be funded for up to $10,000** per course. Preference will be given to proposals that tie multiple courses together that can be shared across at least two campuses – thus increasing the overall impact.
BACKGROUND AND COURSE SHARING IN MISSOURI AND ELSEWHERE

- The Board of Curators has expressed interest in seeing more collaboration among the System UM campuses in sharing courses, faculty, and in developing collaborative degree programs.
- Each of the campuses already has similar arrangements with community partner institutions (e.g., UMSL and Washington University or St. Louis University, MU and Columbia College, etc.)
- Other university systems like the University of Maryland and Penn State have used course sharing or course cooperatives for a number of years (Maryland for more than 20 years).
- UM System campuses have participated in the Missouri Alliance for Collaborative Education (MACE) - but only on a limited basis.

GUIDELINES FOR COURSE SHARING

- Collaborations should be as flexible as possible, not prescriptive and provide flexibility to allow academic programs to decide what will be most efficient.
- Faculty will provide oversight for the shared courses and monitor the quality of the offerings.
- The shared courses should be seen as valuable to the department so the proposals should have the support of the department chair.
- As the courses will be delivered using eLearning technologies, instructors MUST consult with instructional designers prior to submitting their proposals. In order to receive funding, instructors will be required to work with the appropriate instructional design units on campus to prepare the shared courses for delivery.
- The primary goals of this effort are to expand course offerings and to share department faculty across campuses. This course sharing initiative can free up faculty time for other activities such as research, teaching additional courses for majors, or to take on special department or college assignments. In other cases, courses with low enrollments could be offered by enrolling students from other campuses.

Definitions

**Primary institution:** campus that is offering the course (i.e., campus of the instructor)

**Secondary institution:** campus home where student is admitted and currently enrolled

**Shared courses:** courses designed to allow students from other UM System campuses to enroll in them

Basic Principles*

1. UM System campuses will develop a course cooperative – a system where campuses could share courses that are not at capacity and students from other campuses could enroll.
2. Students pay the tuition and fees for the shared courses to their home campus (the secondary campus).
3. Students register for courses at their home campus though the course is being taught by an instructor at another UM System campus. Thus students will NOT transfer credit and courses are considered in-residence courses.
4. Since all UM System campuses use learning management systems, the registrars will communicate to assure that modifications are made to allow all students in the course to have access to the primary institution’s course.
5. Grades are awarded by the primary institution and sent to cooperating instructors at the secondary institution(s).
6. Semester schedule will follow the primary institution. UM System campus schedules vary only slightly but some consideration will be given to allow for students to match with their home campus schedule (tests, papers, etc.).
7. Faculty panels can review courses for appropriateness and quality control to ensure courses meet local campus standards with appropriate faculty credentials, etc.
Financial Incentive

To promote the cross-campus course sharing, the Office of Academic Affairs will provide an incentive of $300 to the primary campus for each student who enrolls in the course from another UM System campus. For example, if UMKC offers a course that has capacity of 20 students and only 10 UMKC students enroll, but five enroll from other UM System campuses, the UMKC campus will get an additional $1,500. This arrangement will provide incentives for campuses to offer courses in the “cooperative” and share courses with the other campuses. While the academic units may have different policies on how these incentive funds are distributed – most of the incentive funding should go to the faculty member teaching the course that is shared.

Application for Funding

Proposals for funding should be a brief summary describing the rationale for developing a shared course and the results that will be achieved. At least two campuses must be involved to secure funding but three or more campuses would be ideal. The proposals should be brief - no longer than 5 pages – and address the proposal elements listed below. The goal for each shared course or set of courses is to create release time for other campus faculty, increase the offerings available to students on other UM System campuses, or provide additional opportunities for the secondary department.

Budget guidance: Proposals will be judged on their overall merit with an eye toward development that stretches the funding as much as possible. Typically the funding will cover the cost of finding a replacement to provide a course release for faculty members so they can develop a new course. Proposals can also include funding for special materials needed as well as design costs if appropriate. Other potentially allowable costs and guidelines are listed in the budget notes below under the Explanatory Notes and Details section.

Proposal Elements (5 pages maximum – use template provided)

Each proposal should include a brief section to address the following:
1. Table of courses and campus partners including names of cooperating faculty
2. Rationale for developing a shared course
3. Budget (note: if requesting S&W, benefits should be included in your calculations)
4. Nature of impact if course is developed and shared
5. Proposed teaching technologies and course modality (e.g., online asynchronous course using Blackboard, online course with five synchronous sessions using audio or video conferencing, live lectures, etc.)
6. Support from the home and cooperating departments (e.g., signature approval, or letters or emails indicating support from department chair and dean)

Review Criteria

Proposals will be evaluated based on their creativity, design elements that foster learning, collaborative elements (e.g., cooperating faculty, campuses and departments), and potential for overall impact. A committee comprised of IFC faculty members, provosts’ office representatives and a representative from the UM System Office of Academic Affairs will review the proposals.

Deadline for Proposals

**March 10** - Draft proposals submitted to a campus Instructional Designer for review
**March 17** - Final proposal submitted to your Provost Office for review and recommendation
**March 24** - Your Provost Office will submit recommended proposals to the Office of Academic Affairs, 309 University Hall, University of Missouri System, Columbia, MO 65211 or via email to umaacoursesharing@umsystem.edu.

Prior to their submission to the UM System Office of Academic Affairs, the proposals should be submitted to the respective campus provost’s office with all appropriate department and Instructional Design approval for a final campus review.
EXPLANATORY NOTES AND DETAILS

Budget Notes
- Salary calculations should include benefits when applicable.
- Salary for faculty developers and graduate assistants can be included if appropriate.
- Software - (consult campus IT for conditions and availability)
- Hardware for development – for example dual monitors, headsets, etc. (consult campus IT for conditions and availability).
- Outsourcing – services to develop technical aspects of the course
- While it is required that instructors consult campus instructional designers, no funds from this RFP may be awarded to designers already funded by the campuses.
- "Where multiple departments are developing courses, the maximum could be as high as $15,000 per course"

Principles
* Ideas adapted from University of Maryland Inter-institutional Registration Procedure [University of Maryland Regents Bylaws 71.0 III-2.40 and 73.0 III-2.41] and the Missouri Alliance for Collaborative Education [described in Redmond, W. 2012, Collaboration in Missouri Higher Education, Teacher-Scholar, 4(1)]

Table of Courses
* As your first Proposal Element, please use the table in the proposal template to list the courses for which you are applying for development funding. Include each campus, list of faculty collaborators, and as much course information as you have at this time. The rest of the Proposal Elements, starting with the Rationale should follow your table(s).