Sample Submissions from RFP II

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Action Plans

The following are examples from RFP II that demonstrate approaches to this section of the RFP. As there are many criteria that determine what is ultimately funded, these examples are drawn from proposals that may – or may not – have been funded. Notes have been added in parentheses.

Action Plan

Identify timelines and responsible parties for all activities. Your timeline should specify at least one mid-project deadline and deliverable. Be sure to indicate where, when, and how collaboration will occur.

Example I

The following schedule outlines the tasks to be accomplished for the project, including the deadlines for the deliverables and cost per task. The total cost of the project is $26,100 and the comprehensive project will be completed by December 15, 2020. There are several interim deadlines in which deliverables will be complete (see timelines below). Collaboration between faculty will take place asynchronously online, synchronously via phone conferences, and in person ([in-person not recommended as travel is not funded). Asynchronous collaboration will take place weekly throughout the project as we complete material. Google docs and My Open Math will house the material. Phone conferences and in-person meetings will take place monthly or bimonthly, depending on need. All deliverables will be available to the public My Open Math. Documents will be in PDF and can easily be converted to Word for editing by individual instructors. (Note – this is not an effective approach as moving between formats is likely to create accessibility issues.) addition, any material in My Open Math can be easily imported into any Canvas course for use. Further, materials such as workbooks, projects, and altered text (with supplemental homework) will be posted on

multiple websites for easy access to any instructor who wishes to use them. Our team believes that all materials should be easily accessible to instructors when conducting a search for open resources.

Task 1: Create additional videos for current OpenStax OER text to be used in MOM

• Time Line: Award Date – August 15, 2020

• Faculty

o Collaborator A (30 hours)

o Collaborator B (30 hours)

o Collaborator C (30 hours)

• Total Cost: $5400

Task 2: Class Notes for Text that Correspond to Videos in My Open Math

• Time Line: Award Date – August 15, 2020

• Faculty

o Collaborator A (20 hours)

 o Collaborator B (20 hours)

o Collaborator C (20 hours)

• Total Cost: $3600

Task 3: Write Additional Text Sections to Align with C-ID

• Time Line: Award Date – June 15, 2020

• Faculty

o Collaborator A (10 hours)

o Collaborator B (10 hours)

o Collaborator C (10 hours)

• Total Cost: $1800

Task 4: Code Additional Questions into My Open Math for Homework/Test Bank for Current OpenStax Text

• Time Line: June 16, 2020 – October 15, 2020

• Faculty

o Collaborator A (20 hours)

o Collaborator B (20 hours)

o Collaborator C (20 hours)

• Total Cost: $3600

Task 5: Create Class Projects

• Time Line: Award Date – April 15, 2020

• Faculty

o Collaborator A (5 hours)

o Collaborator B (5 hours)

o Collaborator C (5 hours)

• Total Cost: $900

Task 6: Create Workbook for Support Course (Activities with Just-In-Time Remediation, Growth Mind Set, Critical Reading/Thinking)

• Time Line: February 16, 2020 – October 15, 2020

• Faculty

o Collaborator A (30 hours)

o Collaborator B (30 hours)

o Collaborator C (30 hours)

o Collaborator D (30 hours)

• Total Cost: $7200

Task 7: Create Videos for Support Course on Prerequisite Material

• Time Line: April 16, 2020 – November 30, 2020

• Faculty

o Collaborator A (20 hours)

o Collaborator B (20 hours)

o Collaborator C (20 hours)

• Total Cost: $3600

Overall Total Cost of Project: $26,100

Example II
(Note – Meaningful collaboration should be evident in your proposal. How the team is working together should be evident. The weight of this factor has been increased for RFP III.)

January 2020
Design a scope and sequence (Collaborator X and Collaborator Y)

Research skills and strategies commonly covered in this course (Collaborator X and Collaborator Y) 5 hours

February-May 2020
Create lessons for the skills and strategies 15 hours

Write the text for the lesson (Collaborator X and Collaborator Y) 20 hours

Create videos and multimedia for the lesson (Collaborator Y) 10 hours

Curate existing OER videos and multimedia (Collaborator X) 10 hours

Create and curate activities to support the lessons (Collaborator X and Collaborator Y) 10 hours

Create assessments for the skills and strategies (Collaborator X and Collaborator Y) 10 hours

Pilot materials (Collaborator X and Collaborator Y) 0 hours (paid by faculty salary)

June-July 2020
Ensure accessibility and attribution for all materials 10 hours

Reflect on scope and sequence, identify gaps, modify lessons 20 hours

August 2020
Submit project for review

September-December 2020

Revise and edit based on feedback from review 20 hours

Example III
January-February 2020
Team meeting to (a) introduce team members; (b) establish preliminary format for modules; (e) assign specific responsibilities and deadlines; (f) Choose social-justice issues to frame each unit. (Responsible party or parties)

DELIVERABLE: DETAILED PROJECT OUTLINE with responsibilities for each team member -- Feb. 15, 2020 (The specific identification of the work products is very helpful. If time allotted for the activities were included, this would be an even better example.)

February – May 2020
Collect existing lecture notes and handouts from participants who teach Statistics with emphasis on major-specific or social-justice related examples and projects (Responsible party or parties)

Team members begin working on assigned units/lessons/projects (Responsible party or parties)

Second team meeting in May 2020 to assess progress and review (Responsible party or parties) (Meetings should probably happen more often than this.)

DELIVERABLES: 1st DRAFTS OF MODULES -- May 15, 2020

June-August 2020
Team members work on assigned units/lessons/projects and submit/share second drafts. (Responsible party or parties)

Selected team members trained in curating/authoring tools as needed ((Responsible party or parties)

Create first drafts of Guided Pathways Instructor Resources (Responsible party or parties)

DELIVERABLES: 2nd DRAFTS OF MODULES and 1st DRAFTS OF GP INSTRUCTOR RESOURCES -- August 15, 2020

August –October 2020
Third team meeting in late August or early September to (a) assess progress and review work completed over the summer; (b) trouble-shoot project and revise direction if necessary; (c) assign specific responsibilities for remaining work products (Responsible party or parties)
Review and revisions of modules and instructor guides (Responsible party or parties)

Outside peer review: Contact Math faculty district-wide and statewide to determine interest and solicit suggestions (Responsible party or parties)

DELIVERABLES: FINAL UNITS/LESSONS/PROJECTS; TEMPLATE FOR INTEGRATED ONLINE WORK PRODUCT November 1, 2020

November -December 2020
Final team meeting in mid-November to review project and determine final steps (Responsible party or parties)

Project solicits licensing assistance and accessibility guidance/review (Responsible party or parties) (Note – these things should be considerations throughout, not reviewed towards the end)

Disseminate draft workbook at ~~CMC3 fall~~ conference X (Responsible party or parties)
(2) Workbook available for use (Responsible party or parties)

Workbook publicized on OER bibliographic sites (Responsible party or parties)

 (4) Final project report submitted (Responsible party or parties)

DELIVERABLES: CANVAS SHELLS November 30, 2020; CMC3 presentation and evidence of dissemination via OER bibliographic sites;

Final Project report December 15, 2020.

Sample Budget Plans

Budget Summary

Please list the types of activities which, if awarded, you would fund to achieve the product, affixing a dollar amount to each. Funding for travel, hardware, or dissemination activities will generally not be provided. But, if such funds are deemed imperative, please provide a rationale to justify this exception. When identifying pay for faculty or other individuals, please specify the hours of work involved and an hourly pay rate. For faculty, please use $60 as the hourly rate of pay. If you have identified a need for professional assistance, such as a copy editor or a licensing expert, please determine the costs associated with such services and use those figures when preparing your action plan.

Example I
Creation of work and schedule, curation, analysis of materials, project and schedule review, update changes and analysis, expected outcome of OER Corequisite Support Workbook for College Algebra to be done by the team of math instructors listed above and in collaboration with other cccs. 450 hours $60/hour

Basic assistance with attributions, accessibility for resources/technology, instructional designer/ consultant for standards 50 hours $60/hour or more [These are responsibilities of each individual author. They should not be separated out for a consultant]

Planning for survey, defining questions, defining cccs criteria, contacting cccs, conducting survey, collecting comments and information, summarizing results, followup, as needed. Collaboration and make changes accordingly 50 hours

Administrative – meetings, planning, review of materials, review of work, problem solving, solutions review, collaboration with other cccs etc. 50 hours 12% of total

Using College Algebra book, sections, topics, review of other material in the market, discuss planning of 10 video topics via meetings, collaboration with other cccs, defining requirements, developing strategies, review with lead and backup person, define plans, review plans and decisions and collaborate with other cccs. Make changes accordingly. Followup with other cccs collaborating. Setup technical requirements. Allow time for technical problems 200 hours

Using College Algebra book, sections, topics, review of other material in the market, discuss planning of 12 coreq topics via meetings, collaboration with other cccs, defining requirements, developing strategies, review with lead and backup person, define plans, review plans and decisions and collaborate with other cccs. Followup with other cccs

collaborating. Make changes accordingly. Allow for and correct technical problems. 150 hours

Collect information, review, stratify and document the OER Corequisite Support Workbook for College Algebra. Write narrative of how to use OER Corequisite Support Workbook for College Algebra. Meetings to discuss and review materials with other CCCs. Hours included above.

<u>Example II</u>
We will create 20 Comprehensible Input Presentations (PPT or Google Slide) that are accessible and ADA compliant. Each of the four main collaborators will create five presentations and 3 hours will be allotted to each collaborator per presentation. 20 presentation x 3 hours = 60 hours x $65 = $3,600.

We will create 16 videos in the target language with rich visuals and comprehensible input on linguistic constructions and culture. Videos will be closed-captioned, accessible and ADA compliant). Each of the four main collaborators will create four videos and four hours will be allotted to each collaborator per video. 16 videos x 4 hours = 64 hours x $60 = $3,840

We will create 16 Speaking and/or writing activities with written/audio prompts. Speaking/writing activities will be scaffolded and include either rubrics or modelled examples. Each of the four main collaborators will create four speaking and/or writing activities and four hours will be allotted to each collaborator per assignment. 16 assignments x 4 hours = 64 hours x $60 = $3,840

We will create 80 formative and summative assessments with feedback and/or rubrics. Each of the four main collaborators will create 20 assessments and one hour will be allotted to each collaborator per assessment. 80 assessments x 1 hour = 80 hours x $60 = $4,800

18 hours x $60 = $1,080 will be allotted to training for and support with accessibility and ADA compliance.

18 hours x $60 = $1,080 will be allotted to training for and support with universal design and instructional design.

24 hours x $60 = $1,440 will be allotted to training for and support with accessible and online video creation.

This project is a total of 328 hours x $60 for a total of $19,680.

Example III

Cost of this project is estimated at $29,970.00, broken down by the following activities 1 through 15, divided into two major deliverables: a mid-point with the first 8 chapters equivalent of update and a final complete newer edition including all chapters:

Overall project manager and communication for the entire project, by faculty lead: a. 14 chapters x 1.5 hour/chapter = 21 hours x $60.00 =$840.00 Part 1 - From start to midpoint:

Develop a project plan: Review each chapter to identify changes or new additions, for 13 chapters, 2 hours for a total of 26 hours, split among 2-3 instructors (include faculty lead) a. 13 chapters x 2 hours each chapter = 26 hours x $60/hour = $1560.00

Write draft of revisions of existing content: Assuming ~60% (or 8 out of 13 chapters) of the existing content needs to be updated to bring it up-to-date: a. 8 chapters x 12 hours per chapter = 96 hours x 60.00/hr = $5,760.00

Complete draft of revisions of existing content: Updated Graphic design or research for existing common license designs to adopt, and editor review:

8 chapters x 4 hours per chapter = 32 hours x $60.00 = $1,920.00

Peer reviews of collaborated work: Peer-reviews and collaborative discussions/emails among 3 team members:

8 chapters x 1.5 hours = 12 hours x 3 members = 36 hours x $60.00/hour = $2,160.00

Midpoint milestone: Final edits for the mid-point deliverable, work is split among all 3 faculty, for submission at midpoint:

8 chapters x 1 hour/chapter = 8 x $60.00 =$480.00

Part 2: From midpoint to final submission:

Develop draft of new content: Assuming 40% that new contents need to be added, either to existing chapters or at least one new chapter will be added, split among 2-3 instructors:

5 chapters x 32 hours each = 160 hours x 60 = $9600.00

Peer reviews of collaborated work: Peer-reviews and collaborative discussions/emails among 3 team members, via emails, telecons, or zoom:

5 chapters x 2.5 hours = 12.5 hours x 3 members = 37.5 x $60.00/hour = $2,250.00

Complete draft of new content: Updated/new graphs/charts/tables or research for existing common license designs to adapt, and editor review by one instructional designer and editor:

5 chapters x 4 hours per chapter = 20hours x $60.00 = $1,200.00

Complete a complete review of the revised textbook with an external faculty: Stipend for one external peer reviewer, if final product has 14 chapters with at least one new chapter:

14 chapters x 1.5 hours per chapter = 21 hours x $60.00 = $1260.00

Complete two reviews by students: Stipend for two student-reviewers, if final product has 14 chapters with at least one new chapter:

14 chapters x 2 hours per chapter = 28 hours x 2 students = 56 hours x $15.00 per hour = $840.00

Complete final version of textbook: Edits for the final products, split among all 3 faculty:

14 chapters x 1 hour/chapter = 14 x $60.00 =$840.00

Copy edit for final submission: Final review by editor for final submission:

14 chapters x 1 hour/chapter = 14 x $60.00 =$840.00

Submit final and complete product to ASCCC OERI. To be done by faculty lead.

Action Plan from same proposal

All interactions among the team members will be conducted via multiple methods: zoom, emails, telecons, and face to face where ever is possible.

Part 1: From start to midpoint (Feb 4 -July 23), assuming that approval will be given by Feb 3.

Deliverable at midpoint: Product: 8 chapters (or equivalent of 60% of the existing 13 chapters) that need only small to medium updates, not new content, for an existing OER textbook.
Activities:

Feb 4 through completion Dec 15: Project management

Overall project manager and communication for the entire project, follow up with ASCCC OERI, and give updates to members after Dec 15.

To be done by faculty lead

Feb 4-Feb 25 (21 days): Develop a project plan

Review each chapter to identify changes or new additions, for 13 chapters, 2 hours per chapter, for a total of 26 hours

Develop a project plan for the 8 chapters (~60% of the existing 13 chapters) that only need updates, not major rewrite or new content.

To be done by 2-3 instructors (include faculty lead)

Feb 25-Jun 25 (120 days): Write draft of revisions of existing content

Develop and write revisions to 8 chapters. Assuming 60% (or 8 out of 13 chapters) of the existing content needs to be updated to bring it up-to-date

To be done by 2-3 instructors (include faculty lead)

Jun 25-Jul 5 (10 days): Complete draft of revisions of existing content

Update or add graphics/tables, research for existing common license designs to adopt, and copy edit, as chapters are ready

To be done by editor/designer

Jul 5-Jul 15 (10 days): Peer reviews of collaborated work

Peer-reviews and collaborative discussions via emails, zoom as chapters are ready.

To be done by 2-3 instructors (include faculty lead)

Jul 15, ETA Jul 23 (8 days): Midpoint milestone

Final edits for the first milestone, as chapters are ready, for submission at midpoint

To be done by 2-3 instructors (include faculty lead) c. To be submitted to ASCCC OERI by faculty lead

Part 2: From midpoint to final submission (Jul 23 through Dec 15): Develop new content

Deliverable for final submission: Complete final textbook, including the 40% of new content to be added in existing chapters or creating new chapter(s)

Activities:

Jul 23-Nov 14 (114 days): Develop draft of new content

Assuming 40% that new contents need to be added, either to existing chapters or at least one new chapter will be added

To be done by 2-3 instructors (include faculty lead)

Nov 14-Nov 24 (10 days): Peer reviews of collaborated work

Peer-reviews and collaborative discussions via emails, zoom as chapters are ready.

To be done by 2-3 instructors (include faculty lead)

Nov 24-Dec 4 (10 days, accommodate Thanksgiving): Complete draft of new content:

Updated/new graphs/charts/tables or research for existing common license designs to adopt, and copy edit

To be done by one instructional designer and editor

Nov 24-Dec 2 (8 days, accommodate Thanksgiving): Complete a complete review of the revised textbook with an external faculty

Complete an external review, if final product has 14 chapters with at least one new chapter. This can be done in parallel as each chapter is completed

To be done by one instructor outside of the team

Nov 24-Dec 2 (8 days, accommodate Thanksgiving): Complete two reviews by students

If final product has 14 chapters including at least one new chapter. This can be done in parallel as each chapter is completed

To be done by two students in the discipline of either CIT or Business.

Dec 2-Dec 10 (8 days): Complete final version of textbook

Edits for the final product

To be done by 2-3 instructors (include faculty lead)

Dec 10-Dec 15 (7 days): Copy edit for final submission

Final copy edit review for final submission, as chapters are ready

To be done by editor

Dec 15 (1 day): Submit to ASCCC OERI

To be done by faculty lead