



ASCCC OERI Request for Proposals (RFP V)

Proposal Application Timeline and Process

Responses to this Request for Proposals (RFP) are due at 5:00 pm, Wednesday, February 22, 2023. Late submissions will not be accepted and incomplete submissions will not be considered. Funding determinations will be made no later than Friday, March 10, 2023. All proposed projects must be completed by Monday, May 13, 2024.

Registration is required to submit a proposal. [You can either create an account](#) or use an existing account (i.e., Facebook, Google, or Twitter) to access the application. A general [Completing an Application FAQs](#) is available and you can [contact ASCCC OERI for assistance](#).

Your proposal must be submitted via the online portal that can be accessed on the [ASCCC OERI Request for Proposals V page](#) of the ASCCC OERI website (asccc-oeri.org). The narrative elements, as indicated by “(narrative)” in this document, should be prepared in a word processing program and submitted in the space provided. The proposal template will be available as a Word document to permit you to compile all necessary information and prepare all narrative responses. Please find the Proposal Evaluation Rubric that will be used to guide the scoring of applications at the end of this document.

Given the commitment of the California Community Colleges to equity, including the ASCCC’s focus on Inclusion, Diversity, Equity, and Anti-racism (IDEA) and the California Community Colleges Chancellor’s Office “Call to Action”, all projects should incorporate IDEA principles and/or culturally responsive pedagogy. Regardless of your final product, it should be developed with equity in mind. To ensure this component is integrated into your work, specific details regarding how this will be accomplished are a required element in the proposal.

All projects must fill an unmet need. Applicants should [review relevant webinars](#) and [ASCCC OERI collections](#) prior to developing a proposal. Your submission must demonstrate that there is a need for your proposed resource and make it clear that you have considered available resources. If you are proposing to improve upon an existing OER, be sure to specify what is missing or lacking in the available OER and detail what proposed changes you are planning. If you are planning to develop an ancillary for an existing OER, you will need to establish that the OER text is currently being widely used and there is significant need for the proposed ancillaries.

Section A. Proposal Overview

1. Project Proposal Title

The title should be informative and must reference:

- a. The course or courses your resource would support by C-ID designation (if available) and/or title.
 - b. Your product/deliverables.
- ### 2. Faculty Lead Identification and Contact Information

Project Lead must be a California community college faculty member, part-time or full-time.

- a. Full Name
- b. College (full-time faculty who teach at more than one college should indicate the college at which they are full-time; part-time faculty should indicate the college at which they most commonly teach)
- c. District associated with college identified above.
- d. If you taught at any other college during the 2021-2022 or 2022-2023 academic years, please list them.
- e. Primary Discipline
- f. Email (please use your college email)

3. Project Team

Collaboration across at least three districts is a required component of all proposals. To meet this collaboration requirement, collaborators must all be anticipated users of the proposed OER from at least three different California Community College districts. Collaboration is a required element as your product must be designed to serve the state, not a local course, program, or college. Submissions that do not provide evidence of the required collaboration will be deemed incomplete and not considered.

- a. Beginning with the Faculty Lead, identify all team members in the table below. If some team members are not anticipated users of the proposed OER, please list them after those who are anticipated users. The function of each team member should be clearly described within the "Role" column.
- b. If any of your team members are not CCC faculty, staff, or students, please explain the rationale for their inclusion. (narrative)
- c. If unidentified reviewers or students will be involved in later stages of the work, please indicate "TBD" under "Name."

| Name | Anticipated User of Proposed OER (Y/N) | Discipline or Position | Role | * College(s) | ** Primary District |
|------|--|------------------------|------|--------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*Please enter all the California community colleges (CCC)s each team member has taught for during the 2021-2022 and 2022-2023 academic years, listing their primary college first.

**Please enter the district associated with the team member's primary college.

4. Collaboration Plan

In detail, describe how your team will collaborate, including who will serve in what role, and how you will ensure that diverse perspectives are embedded in your final OER. (narrative)

5. Project Deliverable(s)

Please identify which of the following you are proposing to do (select one):

- Make an OER text-equivalent available for a course commonly taught in the CCCs* for which it has been established that OER are lacking.
- Improve upon an existing OER text-equivalent for a course commonly taught in the CCCs.
- Develop an ancillary resource or resources that will increase the likelihood of OER adoption by supplementing an OER text-equivalent for a course commonly taught in the CCCs.
- Develop an OER that is critical for the creation of one or more zero-textbook-cost pathways.

*For Career Technical Education (CTE) programs, please presume that "commonly taught in the CCCs" refers to all colleges that have the specified CTE program. Resources that are needed for courses in non-CTE programs that are not commonly available will be considered, but may be less competitive.

6. Statewide Course Category

Indicate which of the following course categories is best-aligned with the focus of your proposal. In the "Project Description" section you will describe how the proposed project aligns with the indicated category. All options presume the development of OER that are generally not available or are available but are lacking in some way. All applicants should review the [relevant OER collections developed](#)

[by the OERI](#) before developing a proposal. Please note that while the following list is not meant to reflect a ranking or preference, categories a, b, and c are most readily connected to a statewide need. But that is just one consideration. A proposal to create a resource for a required course in a TMC for which options already exist would, ultimately, be much less competitive than a resource for a general education course that meets an area that presently had few or no OER options.

Select one of the following:

- a. Courses specified by C-ID or title in a [Transfer Model Curriculum](#) (TMC) or [Model Curriculum](#).
- b. Required courses in career technical education (CTE) programs.
- c. Courses that fulfill the new ethnic studies general education requirement (i.e., CSU GE Area F) and related majors.
- d. Commonly-taught general education courses.
- e. Non-CTE courses that are commonly required in degrees for which there is no TMC.
- f. Other courses that address a statewide need.

Section B. Project Description

The general description provides an overview of your project. Please address all the following and clearly explain your final product. Be sure to make the connection to the Statewide Course Category selected above.

1. Overview and Need

Provide a description of the proposal. (narrative)

- a. Briefly describe your project – complete details are to be provided when delineating your deliverables (i.e., what you will create).
- b. Identify the target course or courses that your project is intended to support.
- c. Explain why the proposed resource is needed. Provide data as appropriate.
- d. If the resource is a revision to or an ancillary for an existing OER text-equivalent or other openly-licensed resource, identify the target resource.

2. Inclusivity, Diversity, Equity, and Inclusion (IDEA)

Explain how IDEA principles and/or culturally responsive pedagogy will be integrated into your work. Specific examples should be provided. (narrative)

3. Deliverables

Describe your final deliverables, providing as much detail as possible. If writing or curating a text, provide the number of chapters envisioned and, if possible, titles. These specifics can be stated in terms of a minimum, if desired. If preparing a test bank, delineate how it will be organized and how many – and what types - of questions will be included. (narrative)

Section C. Budget and Action Plan

1. Funds Requested

Select one:

- a. Standard Scale (\$1,000-\$10,000)
- b. Medium Scale (\$10,001-\$20,000)
- c. Large Scale (\$20,001-\$30,000)

Note: If an initial review of your budget suggests it was inappropriately categorized, the OERI reserves the right to adjust budgets and the funds requested.

2. Budget Summary

Please list the types of activities which, if awarded, you would fund to achieve the product, affixing a dollar amount to each.

- a. 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 your request for an exception. When identifying pay for faculty or other individuals, specify the amount per person based on the work-product expected. (narrative)
- b. If you have identified a need for professional assistance, such as a copy editor, please determine the costs associated with such services and use those figures when preparing your action plan. (narrative)

3. Action Plan

Identify timelines and responsible parties for all activities. Your timeline should specify three interim project deliverables to be completed before or by the indicated due date. Be sure to indicate where, when, and how collaboration will occur.

The deadlines specified below are final due dates so your timelines should allow for time in advance of the specified check-in for your internal review of the work completed.

- a. March 31, 2023 - Initial check-in and defining of deliverables and budget.
- b. April 28, 2023 - Initial team meeting.
- c. May 12, 2023 – Completion of all award paperwork by all team members.
- d. May 31, 2023 – Course completion. All team members are required to complete [ASCCC OERI – OER Basics](#) and [ASCCC OERI – Accessibility Basics](#). Provided they have not previously received compensation for completion of these courses, they will receive a stipend of \$500 for completing these foundational courses.
- e. August 21, 2023 – 1st check-in product (*30% completion; the 30% product must include a sampling of your final product that can be reviewed for accessibility and used as a template moving forward. The 30% product must be available for review in the platform in which it will ultimately be housed.) (narrative)
- f. October 30, 2023 – 2nd check-in product (*60% completion) (narrative)
- g. January 8, 2024 – 3rd check-in product (*80% completion) (narrative)
- h. February 19, 2024 – Product ready for distribution to reviewers.
- i. Revisions completed by Monday, May 13, 2024.

4. Feasibility

This RFP has been structured with the presumption that teams will engage in preparatory training during the spring (i.e., completing the OER basics and accessibility courses and other preparatory tasks) and complete considerable work during the summer and other periods when faculty are typically “off-contract”.

- a. Have all team members committed to being available during these time periods or identified a way to manage their commitment to the project while working?
 - b. Are there any barriers to completion that have not been addressed elsewhere in the application? (narrative)
5. Other Funding: Do you have or anticipate having other funding sources that are paying for portions of the project? (for example – sabbatical projects, payment from private entities, or grant funding)
- a. No.
 - b. Yes. Please explain how this funding will augment the other funding source. (narrative)

Section D. Award Criteria

Please provide information on each of the following. All the following elements of the application require a narrative response. Responses should be concise. If an element does not apply to your proposal, please indicate “NA.”

1. **Statewide impact as assessed by the number of courses and colleges potentially impacted.** Estimate the number of courses and colleges who would potentially adopt your product. Provide data as appropriate. (narrative)
2. **Potential for student savings.** List the cost of existing resources which your product would replace. List any other savings your OER would create for students. (narrative)
3. **Impact of the project on OER, such as the development of high-quality resources in areas for which no other OER are currently available.** Provide a brief assessment of the existing OER, if any, for your target course and explain how your product would be an improvement. (narrative)

Section E. Support Needed and Acknowledgement of Licensing Requirement

1. Support Needed: Basic training will be required for all awardees with respect to the following:
 - a. The use of [LibreTexts](#) for OER authoring and curation
 - b. *Copyright and licensing
 - c. *Accessibility

All team members are required to complete [ASCCC OERI – OER Basics](#) and [ASCCC OERI – Accessibility Basics](#), providing them with foundational knowledge regarding licensing and accessibility. Provided they have not previously received compensation for completion of these courses, they will receive a stipend of \$500 for completing these foundational courses.

Please indicate any other support you anticipate needing. (narrative)

2. Acknowledgement of Licensing Requirement

All content created with these funds must be licensed CC BY (preferred) or CC BY-NC unless the work builds on existing works with other open licenses. If you anticipate needing to use a different license, please explain below. All applicants must indicate their acceptance of this requirement.

For more information regarding Creative Commons licensing, please see the [Creative Commons website](#).

Submission

The application will be submitted via an online portal that can be accessed on the [ASCCC OERI Request for Proposals V page](#) of the ASCCC OERI website (asccc-ori.org). Late applications will not be accepted, and incomplete applications will not be considered.



Academic Senate for California Community Colleges Open Educational Resources Initiative (OERI) - RFP V 2023 - 2024 OER Development Projects

Proposal Evaluation Rubric

| Category | Possible Points | | | |
|--|---|--|---|--|
| Proposal Overview (A) | Required information missing. 0 | Meaningful collaboration not evident. 1 | Title and or deliverables unclear. 2 | Descriptive title, clear deliverable(s), meaningful collaboration described, all required information provided. 3 |
| Overview and Need (B.1) | Required information missing. 0 | Description unclear and need not established or weakly established. 1 - 3 | Description unclear or need not established or weakly established. 4 - 6 | Clear description and establishment of need. 7 - 10 |
| IDEA (B.2) (Inclusivity, diversity, equity, and antiracism or culturally responsive pedagogy) | Not present, minimal, and/or unclear. 0 -1 | Clear plan delineated, but not fully integrated into the project. 2 - 3 | Clear and integrated plan delineated, but in a superficial way. 4 - 5 | Addressing equity issues integrated throughout the project in a meaningful way. 6 - 8 |
| Deliverables (B.3) | Required information missing or unclear. 0 | Deliverables delineated, but lack detail. 1 - 2 | Deliverables delineated with sufficient detail, but some elements are unclear. 3 | Deliverables clearly delineated with sufficient detail. 4 |
| Budget (C.2) (Realistic, aligned with outcomes, all expenses justified) | None provided. 0 | Unrealistic, lacks details, expenses not justified 1 - 2 | Adequately developed, but missing connection between compensation and deliverables 3 - 4 | Fully Developed 5 |
| Action Plan/Feasibility (C.4/C.5) | None provided or feasibility a concern. 0 | Interim and final project plans are unclear, lacking sufficient detail. 1 - 3 | Interim and final project plans are developed, but some aspects are unclear. 4 - 7 | Interim and final project plans are fully developed 8 -10 |
| Statewide Impact Established (D) | Not established 0 | Impact clearly localized or limited. 1 - 2 | Potential impact is far-reaching, but not clearly statewide. 3 - 4 | Potential for system-wide impact clearly documented 5 - 6 |
| Collaboration | Minimal collaboration 1 - 2 | Limited and superficial collaboration 3 - 4 | Active collaboration is evident and on-going. 5 - 7 | Active collaboration is evident and on-going, engaging multiple team members in all development phases. 8 - 10 |