

# Request for Proposals #2: Mathematics Pathways Instructional Design Grants



**Issue Date:** March 29, 2023

**Proposal Due Date:** April 28, 2023

## Opportunity

The Florida Student Success Center (FSSC) is announcing a new grant opportunity for Florida College System (FCS) and State University System (SUS) instructional designers to support mathematics instructors as they develop open master course shells that may be used for the instruction of gateway mathematics courses across the state of Florida. This RFP is a companion to the FSSC's Request for Proposals #1 for Mathematics Pathways Course Development Grants issued on March 22, 2023, herein incorporated by reference.

Instructional designers selected under RFP #2 will collaborate with faculty selected under RFP #1 to:

- Collaborate with subject matter experts on course content development.
- Create learning materials and environments for new courses and/or analyze, update, and refine learning materials and environments for existing courses.
- Create engaging exercises and learning activities that optimize online learning.
- Visualize the user interface, and create visual, audio, and interactive learning tools as appropriate.
- Ensure compliance with state and federal laws, statutes, and rules regarding accessibility and use of open educational resources.
- Design assessments to ensure students are learning.

## Eligibility

All full-time and part-time instructional designers employed or contracted by an FCS or SUS institution are eligible to apply for instructional design grants. Instructional designers selected must have approval of their supervisor to participate.

Priority will be given to proposals where instructional designers have worked with faculty in the design and development of online/hybrid courses in mathematics or related disciplines. While applicants may submit a proposal for a single (1) mathematics course, preference will be given to proposals to design two or more courses.

Funds are intended to compensate instructional designers per course at a flat rate. Applicants will specify the rate in their proposals.

## Timeline and Deliverables

April 2023	<ul style="list-style-type: none"><li>• Contracts executed</li></ul>
May – July 2023	<ul style="list-style-type: none"><li>• Support faculty members as they complete master course shell, including the following activities:<ul style="list-style-type: none"><li>• Collaborate with subject matter experts on course content development.</li><li>• Create learning materials and environments for new courses and/or analyze, update, and refine learning materials and environments for existing courses.</li><li>• Create engaging exercises and learning activities that optimize online learning.</li><li>• Visualize the user interface, and create visual, audio, and interactive learning tools as appropriate.</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>• Ensure compliance with state and federal laws, statutes, and rules regarding accessibility (508) and use of open educational resources (Creative Commons Licensing).</li> <li>• Design assessments to ensure students are learning.</li> <li>• Revise course shell based on faculty and SME input.</li> </ul>
August - December 2023	<ul style="list-style-type: none"> <li>• Faculty use the selected or created material.</li> </ul>
January 2024	<ul style="list-style-type: none"> <li>• Evaluate the impact on student learning at the end of the course.</li> </ul>

## Submission Requirements

The following information must be included in your proposal (should be submitted in one document):

- Applicant name(s), institutional affiliation(s), email address(es), phone number(s) and cv.
- Two (2) page maximum executive summary of applicant plan for instructionally designing new or existing mathematics courses, which must minimally include how the deliverables will be met in partnership with selected faculty from RFP #1.
- Two (2) page maximum summary of applicant qualifications, which must minimally address the applicants' record of meeting/achieving all the deliverables in current and/or previous professional roles.
- One (1) page maximum summary of the courses the applicant would like to develop and the associated rate(s), which includes the following table.

# Courses	Proposed Courses (Prefix, Number, Name, New/Existing)	Total Cost to Develop Course(s)
<i>Example: 2 courses</i>	<i>MAC X105 College Algebra (Existing) MAC X311 Calculus I (Existing)</i>	<i>\$5,000</i>
1 course		
2 course		
3 course		
4 course		
5 course		

New Courses:

MGF X130 Mathematical Thinking  
MGF X131 Mathematics in Context

Existing Courses:

STA X023 Introductory Statistics I  
MAC X105 College Algebra  
MAC X311 Calculus I

Submit proposals via: <https://www.research.net/r/mathcourserfp2>

## Grant Milestones

Grantee(s) will submit a progress report by June 30, 2023, detailing progress toward meeting course development goals and a description of course development activities. Grantee(s) will work with a designated instructor or faculty group to finalize the open master course shell, which should be available for public usage by Spring 2024 at the latest. The grantee will evaluate the impact on student learning in January 2024.

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### Scoring Criteria

Applicant(s): \_\_\_\_\_  
 Scorekeeper: \_\_\_\_\_  
 Total Points: \_\_\_\_\_  
 Maximum Possible Points: 100

Category and Description	Scored Points	Notes
Proposal adequately addresses Florida Student Success Center goals. <b>Maximum 10 points.</b>		
Proposal clearly outlines a plan for course development in partnership with selected faculty and how the deliverables will be met. <b>Maximum 25 points.</b>		
Proposal clearly defines a summary of applicant qualifications including history of developing courses and utilizing OER, activities pertaining to consulting with faculty to enhance or create course shells, and applicants' record of leveraging Learning Management Systems to create sustainable user-friendly experiences for students and instructors. <b>Maximum 25 points.</b>		
Proposal clearly describes how the completed master course shell will be used and evaluated. <b>Maximum 15 points.</b>		
Additional points awarded for proposals to design two or more courses at associated rate(s). <b>Maximum 10 points.</b>		
Additional points awarded for proposals where instructional designers have worked with faculty in the design and development of online/hybrid courses in mathematics or related disciplines. <b>Maximum 15 points.</b>		