CURRICULUM DEVELOPMENT FUNDS PROPOSAL WORKSHOP

CENTRE FOR INSTRUCTIONAL DEVELOPMENT (CID)

OVERVIEW

- Review of Curriculum Development Process
- Tips for proposals
- Q&A

Get the proposal document and costing template from here:

https://employee.vcc.ca/departments/administration/vice-president-academic/curriculum-development-funds/templates/

TYPES OF CURRICULUM DEVELOPMENT

1. Minor Revisions

2. New Courses & Changes to Existing Programs/Courses

3. New Programs

CURRICULUM DEVELOPMENT

For more info:

http://cid.vcc.ca/p2-cd/index-cd.html

CDA policy:

http://www.vcc.ca/media/vancouver-community-college/content-assets/documents/policies/C.3.14-Curriculum-Dev-&-Appr-Policy—Board-APPROVED-2016-09-28.pdf

FUNDING PRIORITIES

This year the CD Funds Committee will apply the following criteria:

- Projects/initiatives identified in the School Department Plans and/or Academic Plan

- Projects currently in-progress requiring additional funding for completion

- Projects/initiatives arising from Program Reviews and Renewals

FUNDING PRIORITIES

Department Plans:

https://employee.vcc.ca/departments/administration/vice-president-academic/planning/

Academic Plan:

https://employee.vcc.ca/media/myvcc/content-assets/documents/departments/vice-president-academic/Academic-Plan-2016-2019-updated-Mar-31,-2016.pdf

SUBMISSION PROCESS

CD fund proposal submissions need be signed off by the Dean and forwarded electronically to Pervin Fahim pfahim@vcc.ca on or before Friday, **February 24th 2017.**

Submissions must include:

1. Curriculum Development Funding Proposal form

2. Salary and operating costing template

TIP #1: IS IT CURRICULUM DEVELOPMENT?

- Avoid asking for the purchase of equipment or software as this does not qualify as curriculum development

- Money for training is applied for through PD

- The development of teaching and learning materials may be considered for CD funding

TIP #2: CONSULT WITH DEAN

- Make sure you have prior approval for your CD project

- Your dean will be presenting your proposal to the committee, so you should review your proposal with him/her

- New programs without Board approval are unlikely to be funded

TIP #3: PROVIDE A CLEAR DESCRIPTION OF PROJECT AND RATIONALE

2. **Dean/Department Leader**

3. **Description of Project**

State the objective of the project and provide a brief description (one or two paragraphs).

4. **Check the priorities this project aligns with:**

☐ Projects/initiatives identified in the School Department Plans and/or Academic Plan

☐ Projects currently in-progress requiring additional funding for completion

☐ Projects/ initiatives arising from Program Reviews and Renewals

☐ Other

5. **Background and Rationale**

Why is this development important? Provide brief background information for context and include any current development or that which has been completed.

TIP #3: PROVIDE A CLEAR DESCRIPTION OF PROJECT AND RATIONALE

- Include any relevant background information as this is important to the understanding of your proposal and project needs

- Link your project goals to the academic plan, department plan and/or program review

TIP #4: ASK FOR ONLY WHAT YOU NEED

Typically the amount of requests exceed the amount available CD funds

- Last year approximately $335,000 was available for CD funding and$700,000 was requested.
- This year there is approximately $340,000
- You may receive all or part of your ask

APPROXIMATE BUDGET AMOUNTS FOR WORK

Type of Development	Ratio of Development Time to Course Time (i.e., instructional hours)
Curriculum Documents (i.e., Course Outlines)	1:3 (approximately 15 hours CD for 45 hr course)
Development of teaching/learning materials for revised course	3:1 (approximately 90 hrs CD for 30 hr course)
Development of teaching/learning materials for new course (requiring research, alignment with other courses within program, etc.)	4:1 (approximately 120 hrs CD for 30 hr course)
Development of multimedia learning objects	20:1 (approximately 20 minutes CD for one minute of finished video or animation)

TIP#5: PROVIDE A CLEAR TIMELINE FOR YOUR PROJECT

6. Tasks, Timeline and Deliverables

Provide clear project tasks and the resulting deliverables. State the number of days required for each task and indicate which term(s) the development will happen. While planning this development allow for all resultant curriculum materials to be posted in Moodle.

Project Tasks	Timeline				Deliverables
	Terms			Days	
	Apr-Aug	Sep-Dec	Jan-Mar		
Example: PAC focus group session for curriculum gap analysis	☐	☐	☐	2 days	Gap analysis report
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

TIP#5: PROVIDE A CLEAR TIMELINE FOR YOUR PROJECT

- Be realistic about your project timeline and deliverables.

- This will be used to calculate your ask.

- Consider if you need to spread your project over multiple years
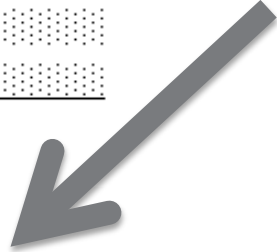
TIP #6: BUDGET AT A REASONABLE STEP

TIP #6: BUDGET AT A REASONABLE STEP

- Consider the step level of the person who will be replacing the faculty member doing the CD work

- This step level will impact the total cost of your proposal

TIP #7: DO NOT INCLUDE 38% OVERHEAD AMOUNT

73	....		
75	....		
77	**Total Operational Expenses of the Contract:**		-
79	**Total Direct Costs:**		$ 6,771
81	**Estimating Institutional Support:**		
83	- Please fill in the suggested % of overhead (normally 38%):	0.00 %	-
85	- Department incentive description:	$ Amount:	
87	Rationale:		
89			
90	(Percentage of incentive over the direct cost is :	0.00%)	
92	**TOTAL COSTS OF THE CONTRACT:**	(A)	$ 6,771
94	**CONTRACT MARKET PRICE:**	(B)	
96	C.S. Market-price consultation (Y / N / N/A)		
98	**CONTRACT SURPLUS:**	(B) - (A)	$ (6,771)
99			
100		**Department**	**VCC**
101	**Shared Surplus? (Y or N)**	0	0
103	**Note:** HST will apply in addition to "Contract Market Price" unless negotiated directly with the Provincial Ministry		
105	**Please complete the following information for Registrar's Office use (if applicable)**		

TIP #8: APPLY PD OR ASSIGNED DUTY IF POSSIBLE TO REDUCE COSTS

Instructional Development) and identify them as internal or external to VCC. Be sure this information aligns with the Financial Summary).

Roles	Responsibilities	External	Internal

b) Contribution from Faculty Professional Development or Assigned Duty

QUESTIONS

?

CONTACT INFORMATION

Email: IASupport@vcc.ca

CID Website:

http://cid.vcc.ca/p2-cd/index-cd.html