

October 28, 2016

MEMORANDUM

TO: Deans, Associate Deans, Chairs, and Faculty

FROM: Finley Graves, Provost and Vice President for Academic Affairs

SUBJECT: 2017 Innovative Enrollment Growth Initiative

UNT's goal is to grow to 45,000 students by 2020. To meet this aggressive goal, we must diversify our offerings and student body, while preserving the quality of our current academic programs. The Innovative Enrollment Growth Initiative is a competitive award program administered by the Office of the Provost and co-funded by the Office of Finance and Administration and the Office of the Provost. Eligibility, funding levels, requirements, and instructions for submitting a proposal are provided in the **Request for Proposals** attached to this memo. Proposals that demonstrate significant market demand and return on investment will be given special consideration. Example projects may include:

- Graduate programs (online, face-to-face, or blended)
- 100% online undergraduate programs
- Undergraduate core courses
- Programs offered at outreach locations (e.g., Gainesville, Frisco, CHEC, UCD, Alliance)
- Non-traditional markets capturing competency based education (CBE) and prior learning assessment (PLA)
- Transfer-feeder programs

The deadline for submitting a proposal is **February 15, 2017**.

Questions regarding this internal award program may be directed to any or all of the individuals listed below:

- Jane Himmel (jane.himmel@unt.edu) for online courses/programs
- Brenda McCoy (brenda.mccoy@unt.edu) for completer degrees, CBE/PLA, and outreach sites
- Christy Crutsinger (christyc@unt.edu) for undergraduate education
- Victor Prybutok (victor.prybutok@unt.edu) for graduate education

2017 Innovative Enrollment Growth Initiative Request for Proposals

Application Deadline: February 15, 2017

The Office of the Provost seeks to support academic programs that meet market demand and significantly increase enrollment. Academic departments are invited to submit proposals to develop and offer courses and/or programs that significantly advance progress toward that goal.

The Innovative Enrollment Growth Initiative deadline is **February 15, 2017**

Eligibility

- Projects must result in the development of courses/programs to be delivered no later than Fall 2018.

Project Funding Levels

- Applicants are eligible to apply for funds ranging from \$5,000 to \$25,000. Additional funds may be available for projects demonstrating high growth potential. Funds will be available beginning April 1, 2017.

How Funds May Be Used

- Award monies may be used to pay faculty summer salaries (up to \$8,500), course buy-outs, graduate and undergraduate student wages, or for stipends paid to external contract employees hired to design, develop, or review courses. Funds may also be used for project-related expenses if approved in advance. Such expenses should be included in the project proposal budget.

Funding Restrictions

- Funds may only be used for course/program design and development and may not be used for teaching or assistance with teaching activities.
- Because the award accounts are locally funded, fringes for salary payments must also be taken out of the award amount.

Grant Application Review Process

An evaluation committee appointed by the Office of the Provost will review proposals and recommend award recipients to the Provost.

Evaluation Criteria

Projects will be evaluated based on:

- Alignment with university, college, department and program goals
- Significant potential for enrollment growth
- Quality of proposal

Special Requirements for 100% Online Courses and Programs

- To align with SACSCOC and THECB requirements, online course development requires additional steps. Faculty course developers must work with a Center for Learning Enhancement, Assessment, and Redesign (CLEAR) Instructional Consultant and complete the following modules, which will prepare them for designing, developing and teaching online:
 - Designing Your Online Course workshop (CLEAR)
 - Teaching Resources for Engaged Educators (TREE) modules Online Teaching (Levels I-III)
- All new online courses must be reviewed and meet minimum standards for online course design as governed by UNT Policy 06.030 and defined in CLEAR's *Course Approval Rubric (Provisional and Effective)*.
- If a new online course/program has not already been approved for online delivery, a proposal for approval must be submitted. See UNT Policy 06.030.
- New online programs must include an evaluation and assessment plan that aligns with the Evaluation and Assessment standards within the Online Learning Consortium's *Quality Scorecard: Criteria for Excellence in the Administration of Online Programs*.

Application Instructions

Applications must be submitted electronically with dean and chair signatures no later than **5:00 p.m., February 15, 2017**. Send application as an attachment to Marian Smith (marian.smith@unt.edu).

Notification of awards will be made no later than **March 31, 2017**.

Note: Proposals submitted become public information and the information in them may be published in various UNT documents, including publishing abstracts and/or the complete text of proposals on UNT's website. If the author of the proposal considers the information contained in the submission proprietary or sensitive, a request not to publish the proposal must accompany the proposal form.

2017 Innovative Enrollment Growth Initiative

A. Applicant Information.

Name:

Department:

College:

B. Course/Program Information.

1. **Course/Program Name.**
2. **Description.** Please provide a narrative that includes a description of the innovative enrollment growth initiative (e.g. the number of courses required, intended audience.)
3. **Format.** 100% online
 Blended
 Traditional on-campus
 Outreach (i.e., Frisco, Gainesville, UCD) _____ (specify)
 Other _____ (describe)

C. Need and Market.

1. Please describe the need and market for this program?

2. How will you recruit students for this program?
3. What is the projected enrollment for the program/course?
4. Please specify timeline for development and delivery.

D. Applicant Capacity and Experience.

1. How will your department increase teaching capacity to support this program? (i.e., for x number of students enrolled; we need x teaching personnel)
2. Describe the experience your department and faculty have in supporting innovative formats (i.e., online, off-site, PBA, PLA).

E. Budget.

1. How will funds be used for the initiative's development?

Budget Item	Amount
Total Amount Requested	

2. Have you secured any external funding for the development of this program/course? If so, please describe.
3. Please list any resources your department or college has provided (or commits to providing) to assist with program/course development.

Signatures

This application requires signatures of the department chair and dean or dean's designee. Please provide the names for the appropriate individuals in your department and college or school for signature routing.

Applicant Name		
		Applicant Signature/Date
Chair Name		
		Chair Signature/Date
Dean/Designee Name		
		Dean or Designee Signature/Date

F. Special Requirements for ONLINE Course/Program Delivery.

Only complete this section if you are planning to offer 100% online courses and/or programs.

- Has this program been approved for online course delivery?
 Yes No N/A
 If not, when do you plan to request approval? Date _____
- Please enter course prefix, number, and title for each course you plan to develop for this initiative:

Course Number	Course Title	Approved for online delivery?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No