

Faculty learning and teaching performance fund grants: Curriculum renewal for future learning

Faculties and IIS are invited to apply for grants of between \$10,000 and \$50,000 for projects aimed at enabling UTS courses to address the learning needs of future UTS students, and in which there are systematic links between renewal of the curriculum, appropriate use of learning technologies and renewal of learning and teaching spaces.

Projects should acknowledge and build on the initial recommendations of the Teaching and Learning Committee working groups on curriculum renewal, learning and teaching infrastructures and learning and teaching spaces. Important curriculum themes include practice-orientation, development of graduate attributes and inter-disciplinary or transdisciplinary approaches.

Faculties/IIS may apply for more than one project, or share of a cross-Faculty project.

Examples of project types that could be funded include:

- Creating more authentic learning experiences and enhancing the development of practice-oriented graduate attributes in large enrolment subjects. For example, this could include replacing some lectures with high quality podcasts to provide perspectives from practitioners or develop students' understandings of key ideas, and using face-to-face time for group-based student learning activities. Projects of this type might be linked to proposals for CAPEX projects to renew learning and teaching spaces in 2009;
- Enhancement of opportunities for students to learn from experiences of practice. This could include new uses of learning technologies to support students to improve their learning from new or existing work-placements or to inquire into practice and/or develop and share understandings of practice contexts;
- Enhancement or development of opportunities to engage students in virtual or simulated experiences of practice within the curriculum, for example through development of simulations or multimedia case studies;
- Development or enhancement of inter-disciplinary and/or transdisciplinary curricula and learning experiences.

The aim of this initiative is to achieve significant curriculum renewal. Projects need to have a focus and impact that goes beyond a single subject in a course. This could mean a focus on an entire course or significant course component, such as practicum experiences.

Alternatively, it could mean that a project that focuses on a particular large enrolment subject may produce resources or a framework for learning experiences that are reusable in other parts of a course or other courses and involve collaboration by staff beyond the initial subject. Projects may include components of research or investigation relevant to the aims of the project, but must also have direct impacts on the curriculum and students' experiences.

Note: There will be a central allocation of funding for e-portfolio infrastructure, in line with the recommendations of the infrastructure working party. Project applications can request funding to develop approaches to using e-portfolios in the curriculum or parts of the curriculum such as work placements, or to trial in Spring 2008, but should not request funding

for e-portfolio software development. Intending applicants for e-portfolio-focused projects should contact IML (Simon Housego) to discuss relevant requirements.

Application requirements

Applications must be submitted and supported by the Dean of the Faculty or Director of IIS. Applications must include 3 components:

1. A completed application form, including a statement of support by the Dean or Director of the applicant's Faculty or Unit that makes it clear that any teaching release and Faculty resources specified in the application will be available. Applicants from Faculties that are restructuring are advised to seek support from the Dean of their Spring semester Faculty for applications that will require additional Faculty resources to sustain the project after 2008.
2. An outline of the project (no more than 3 pages) including:
 - a brief description of the aims and intended outcomes of the project;
 - the strategic actions or recommendations and Faculty priorities addressed by the project;
 - approaches to carrying out the project, including gaining involvement and commitment from Faculty staff;
 - how the project outcomes will be embedded in the curriculum and sustained after the funding period;
 - intended evaluation of the project outcomes – how you will know that the project is successful;
 - intended dissemination activities;
 - intended future applications based on the project (if applicable)
3. A project timeline and budget with full budget justification (see budget notes below).

Project timelines and budgets

Budgets for projects funded under this initiative must be expended during 2008. \$50,000 is the maximum funding available, but not all projects are expected to require this level of funding. All budgets need to be fully justified. Please see Appendix A for advice on costing various budget items.

Eligible budget items include:

- teaching or other release or admin support for staff working directly on the project.
- salaries for project assistance;
- production of new subject materials or resources that go beyond routine updating, eg high quality podcasts, simulations;
- purchase of equipment or software which is a direct part of the project and will be used by students in the renewed curriculum. Applications which involve any equipment purchase or software development need to include evidence that this does not replicate material already available;
- direct costs of evaluations, for example running student focus groups

- costs of workshops, retreats or similar activities aimed at gaining involvement from Faculty staff and sharing practice.

Items which are *not* eligible include:

- personal computers, PDAs and similar equipment, except where these will be directly used by students for their learning as part of the project and the use will be sustainable;
- conference funding;
- travel costs other than local travel necessary to produce the project outcomes – for example costs related to interviewing industry practitioners or visiting industry sites as part of a project.
- any recurrent costs incurred through embedding the project outcomes. If recurrent costs will arise and the project is seen as of sufficient value to warrant ongoing support, the Dean/Director needs to confirm that these costs will be supported by the Faculty/Unit. In the case of Faculties that are restructuring, the Dean of the new Faculty should indicate support.

Requirements of funded projects

The recipients of each funded project must:

- If applicable, be prepared to participate in an interest group with others working on similar projects;
- By February 2009, produce a final project report describing project activities and outcomes to date and including a statement of expenditure against the project budget;
- Present the project as a poster or presentation at a Faculty Teaching and Learning forum and/or the UTS Teaching and Learning forum in 2008 and/or 2009;
- Be prepared to contribute to any broader evaluation of the longer-term outcomes and impacts of projects.

Application process and deadline

Applications will be submitted by to the office of Shirley Alexander, DVC and Vice-President (Teaching, Learning and Equity), by email accompanied by a signed hard copy. Email Tracy.Wild@uts.edu.au

Hard copies of applications must be received by 5pm on Thursday 12th June 2008.

Support for planning projects and feedback on applications may be obtained from the Institute for Interactive Media and Learning. Please contact IML prior to Thursday 7th June 2008 if you wish to make use of this.

Appendix A: Budget advice for projects

Budgets should reflect the minimum level of funding required to complete the project. They must be adequately costed and justified.

Teaching release costs

Teaching release is to be costed on the basis of casual replacement. There needs to be a justification of how the amount of time requested will be used to complete the project.

Allowable casual replacement costs should normally be based on the assumption of release from teaching for a 13 week semester at basic replacement rates eg:

Basic lecturing, 1 hour/week at \$138.04 per hour for 13 weeks = \$1,794 + 17.36% oncosts = \$2,106
Normal tutorial, 1 hour/week at \$98.45 per hour for 13 weeks = \$1,255 + 17.36% oncosts = \$1,473

Normally replacement will be given for no more than 3 hours/week of teaching per staff member. Alternatively, release may be given for assessment marking and feedback at the standard rate of \$32.82 per hour + oncosts. The number of hours needs to be justified on the basis of student numbers or similar.

Any alternative rates need to be fully justified.

For all costs, including other costs such as clinical teaching, refer to the full schedule of rates for casual academic salaries is available at:

<http://www.hru.uts.edu.au/agreements/academic/schedule2.html>

These rates include casual loadings, but do not include oncosts. On costs of 17.36% need to be added. See http://www.hru.uts.edu.au/manual/5rem/5_22_oct07-final.pdf

Please note that staffing costs increase from 1 November 2008 and should be accounted for in the budget proposal.

Project staff costs

Funding for research or administrative assistance should reflect the level of work required. Most casual research or project assistance, such as support for literature and resource searching, collecting and analysing evaluation data etc should be costed at no more than: Research assistant mid-point HEW5 \$34.50 per hour + 17.36% oncosts.

Applications that request higher rates need to clearly justify why a higher level of expertise is required to undertake the project work

The full schedule of rates for casual support staff is available at:

<http://www.hru.uts.edu.au/agreements/support/schedule2.html>

Please note that staffing costs increase from 1 November 2008 and should be accounted for in the budget proposal.

Costs related to evaluation data collection

Student focus groups, interviews etc: Funding may be requested for small (under \$20) incentives such as movie tickets to encourage students to participate in focus groups or interviews as part of a project evaluation. Please note that movie vouchers can be obtained from the UTS union.

Questionnaires: Wherever possible, questionnaires should be administered online, using a freely available option such as UTSONline or UTS Survey manager (contact IML for details).

Resources and costs for services from UTS units or outside providers

Costs for development of web, podcast and other audio-visual and other resources should be based on actual quotes from providers. Applicants for projects that may involve staff or services from UTS units such as ELSSA, AVS, IML or the UTS Web Team need to consult with these units in advance of submitting the project application to discuss options, ensure that resources (including staff time) are available for the project and obtain relevant quotes.