



Open@WRLC Faculty Course Transformation Program Request for Proposals

The Open@WRLC Course Transformation Program is a two- year pilot program developed by the [WRLC Textbook Affordability Working Group \(TAWG\)](#) (*link*) to fulfill the [WRLC's Sharing Expertise Initiative](#) (*link*) to “Identify and/or create faculty grant opportunities to support adoption of no-cost or low-cost materials for courses offered by the WRLC partners.”

Using no-cost or low-cost materials advances educational equity and directly impacts student retention and academic success. The Open@WRLC Faculty Course Transformation program is designed to promote a community of Open Educational Resource (OER) advocates among partnering institutions, create incentive to add to the availability of open course materials, and provide monetary support to acknowledge the time and effort required for curriculum redesign when adopting OER.

To learn more, check out the other pages with more details, or [attend a webinar](#) (*link*) (attendance recommended but not required).

Goals

- Advance educational equity at WRLC institutions via providing centralized financial support for the adoption of Open Educational Resources (OER)
- Build a sustainable infrastructure to support Open@WRLC programming, products, resources and training
- Support the integration and creation of OER material to reduce the direct costs to students and contribute to their retention, progression and graduation
- Establish a sustainable OER community of WRLC partners that promotes sharing of OER expertise, open pedagogy and highlights the opportunities of OER to address diversity and inclusion in courseware material

Open@WRLC will offer a \$2,000 Faculty Course Transformation stipend to support and incentivize WRLC faculty who wish to replace their existing commercial textbook with no cost or low-cost courseware material using Open Educational Resources (OER). Those who adopt a resource will be using existing resource(s) as-is or with minimal editorial changes.

Structure and Criteria

Stipends may be awarded to a single faculty member or two or more full or part-time faculty members, each teaching unique sections of one or more courses, to collaborate curriculum redesign.

A total of 12 stipends will be awarded at \$2,000, per proposal, to support faculty in transitioning to OER course materials available at no-cost or low-cost to students. While individuals can be involved in more than one applying team, they may not be listed as the Project Leader in more than one proposal, nor may they be the Project Leader on more than one proposal simultaneously.

Stipends will be awarded based upon a rubric that includes the following material:

- Potential for student savings, including class enrollment, and cost of existing course materials
- Availability of existing high-quality OER content relevant to the course
- Frequency of course offering, with a preference for high-enrollment, required courses
- Impact on educational equity and outcomes in traditionally underserved communities
- Preference for collaborative efforts with broad impact
- Commitment to adopt course material for a course scheduled for no later than Spring 2026
- Good faith commitment to continue offering the course materials to students at no-cost or low-cost for the first three years the adopted material is used
- Agreement to the terms of the Open@WRLC Faculty Course Transformation Program and required activities

Eligibility Criteria

The Open@WRLC Faculty Course Transformation program is open to faculty at any participating Washington Research Library Consortium institution:

- American University
- The Catholic University of America
- Gallaudet University
- George Mason University
- The George Washington University
- Georgetown University

- Howard University
- Marymount University
- University of the District of Columbia

If you do not attend a live TAWG webinar, we strongly recommend that you watch a recording of a workshop and meet with your [TAWG campus representative](#) (*link*) before beginning your application. Registration and recordings are available on the [TAWG Events](#) (*link*) page.

To be eligible all proposed projects must replace traditionally copyrighted materials with learning resources that:

- Are openly licensed with a [Creative Commons 4.0 International License](#) (*link*)
- Are fully accessible according to Web Content Accessibility ([WCAG 2.0](#)) (*link*) Guidelines and [Open@WRLC's FCT: Digital Accessibility Recommended Guidelines](#) (*link*).
- Are openly and freely available outside their delivery platforms; Open Access (OA) material and Affordable Learning Content (ALC), available through your campus' library catalog and freely available material (i.e. YouTube) can be included as supporting materials, however, the primary required course textbook and/or materials should be OER and freely available to the public at-large. OA, ALC and other material freely available to the public may not have a [Creative Commons 4.0 International License](#) provided by OER
- Provide students with day-one access to their course learning materials
- Allow students to retain access to the OER content after the course is completed
- Are regularly updated and maintained
- Are easily discoverable
- Course cost below \$40/student, with no-cost or lower costs preferred
- Explore how any newly-created OER, such as ancillary materials, can support learning-centered pedagogies and continuous quality

Participation Requirements

Attending an information webinar before applying for the Open@WRLC Faculty Course Transformation Program is strongly encouraged. If you are not able to do so, you are asked to meet with your campus TAWG representative before submitting an application ([TAWG Events](#) (*link*)). The meeting date and name of your TAWG campus representative will be added to your application. If your campus does not have a TAWG representative listed, please contact open@wrlc.

Awardee(s) will receive a project orientation at a kickoff meeting and ongoing support from their home institution for OER discovery, subject reference assistance and instructional design including Creative Commons license support.

In addition, award recipients will be expected to participate in the following required activities:

- Attend Open@WRLC Faculty Course Transformation Program Kickoff Webinar in April; exact dates TBD.
- Provide an institutional sign-off on a Letter of Support and Memorandum of Understanding (MOU), using the project proposal as a statement of work, and the University Disbursement Form provided by the WRLC Central Office
- Participate in regular meetings and work sessions throughout the entire program period:
 - Attend an Open@WRLC Faculty Course Transformation Program Awardee Kick Off Meeting; exact dates TBD
 - Attend at least three scheduled progress update meetings with the WRLC Open@WRLC program coordinator(s) and/or home institution TAWG representative
 - Attend two synchronous OER professional development webinars: OER Digital Accessibility and Creative Commons Licensing; exact dates TBD
 - Complete two self guided asynchronous OER professional development tutorials: OER Discovery and Open Pedagogy
 - Complete a Semester Data Report per the
 - Attend and participate in a post- implementation presentation and discussion with fellow awardees; exact dates TBD
 - Share outcomes and lessons learned at an Open@WRLC convening or event
- Upon submission, all works checked for accessibility and labeled appropriately, as outlined in the MOU, Open@WRLC Digital Accessibility (DA) Guidelines document and Web Content Accessibility Guidelines ([WCAG 2.0](#))
- Submit a project plan at the end of the planning period; due August 26, 2024 for Fall 2024 implemented courses and December 2, 2024 for Spring 2025 implemented courses
- Revised syllabus and ancillary materials must be created under a [Creative Commons 4.0 International License](#) and will be made accessible through the Open@WRLC repository for access and use by other educators
- Exceptions for other, more restrictive open licenses, including test bank questions and homework materials, will be made on discussion with the Open@WRLC staff; ancillary materials developed in publishing platforms that have proprietary features that are unable to be accommodated in the

Open@WRLC repository should include plans for how the that content can be accessed.

- All OER material, including text, images and sounds, must include the appropriate prescribed [Creative Commons \(CC\) License attributions](#)
- A record of the copyright status of all incorporated material, including text, images, video and music/sound file
- Complete a Semester Data Report; due January 31, 2025 for Fall 2024 implemented courses and June 24, 2025 for Spring 2025 implemented courses; commitment to provide a similar report for the first three years the adopted material is used.
- Complete a faculty survey and assist in administering a student survey of de-identified student impact data from your institution (data collection and instruments and protocols will be reviewed and approved by your institution's IRB in advance of the implementation)
- Willingness to share outcomes and lessons learned at one or more future OER-focused presentations, including post-project surveys

Program Timeline

- **January 3, 2024:** Fall 2024 and Spring 2025 Request for Proposals opens
- **January- February 2024:** Open@WRLC Faculty Course Transformation Stipend Information Sessions: [Register here](#)
 - **Wednesday, January 17, 2024 1:00- 2:00 PM (EST)**
 - **Wednesday, January 31, 2024 12:00- 1:00 PM (EST)**
 - **Thursday, February 14, 2024 12:00- 1:00 PM (EST)**
 - **Thursday, February 22, 2024 1:00- 2:00 PM (EST)**
- **March 4, 2024 (11:59 EST):** Deadline for all proposals
- **March 29, 2024:** Awardees notified
- **April 2024:** Open@WRLC FCT Kickoff Webinar (dates TBD)
- **May 2024- August 2024:** Course transformation work occurs; awardees will schedule three progress update meetings with WRLC staff members and home institution TAWG representatives
- **August 26, 2024:** Fall 2024 Project Plans due
- **December 2, 2024:** Spring 2025 Project Plans due
- **Fall 2024 and Spring 2025:** OER Course implementation
- **January 31, 2025:** Fall 2024 Semester Data Reports due
- **June 24, 2025:** Spring 2025 Semester Data due

Proposal Review

The following criteria will be used to evaluate and select proposals for funding:

- Degree to which the proposal meets or exceeds eligibility requirements
- Potential to increase affordability, accessibility, and achievement for students
- Extent to which the proposal considers how the use of OER can contribute to improvements in course design and/or teaching practice
- Extent of institutional or departmental support
- Feasibility of meeting project goals as proposed

Stipend Application Instructions

Overview

Faculty interested in applying for this opportunity are strongly encouraged to explore partnering with their Open@WRLC Textbook Affordability Working Group ([TAWG campus representative](#)) or Reference Librarians to discover Open Educational Resources (OER) that may be of use in their courses.

To submit a proposal for the Open@WRLC Faculty Course Transformation Program, complete the application at [Open@WRLC](#). All proposals must be submitted by **Monday, March 4, 2024 11:59 p.m. (EST)**. If you have any questions about the Open@WRLC Faculty Course Transformation Program or the application, please contact your TAWG campus representative. If your institution does not have a TAWG campus representative, please contact us at open@wrlc.org.

Before you begin: Request an Account

To begin the submission process, you must request an account be created for you on the website. Use the link below to submit your request. Be sure you meet the eligibility requirements before you submit the form.

Once you are approved, you will receive information via email on how to log in and begin the submission process.

[Request an Account Account](#)

Submitting your Application

Once you are approved and an account has been created for you, you may submit your application at any time. Below are examples of the fields you will be required to provide for the application. Please take the time necessary to gather your documents prior to

beginning the submission process. During the submission process, you may save your progress and return at any time.

To help, we recommend that you download and print a [PDF version of this guide](#) to help you gather your materials prior to submission.

All proposals must be submitted by
March 4, 2024 (11:59 PM EST)



Open@WRLC Faculty Course Transformation Program: Application Information

To submit a proposal for the Open@WRLC Faculty Course Transformation Program, register for an account and complete the application at:

<https://forms.gle/1D1YFEceqqvxXFNr9>.

Once you are approved, you will receive information via email on how to log in and begin the submission process.

All proposals must be submitted by 11:59 p.m. EST on Monday, March 4, 2024

Faculty interested in applying for this opportunity are strongly encouraged to explore partnering with their Open@WRLC Textbook Affordability Working Group (TAWG) representative or Reference Librarians to discover Open Educational Resources that may be of use in their courses.

If you have any questions about the Open@WRLC Faculty Course Transformation Program stipend program or the application, please contact your [TAWG campus representative](#). If your institution does not have a TAWG campus representative, please contact us at open@wrlc.org.

Applicant and Team Information

The applicant is the proposed Project Lead for the proposal. The submitter is the person submitting the application. The submitter will often be the applicant—if so, leave the submitter field blank.

Project leads are required to oversee the development, budget, and timeline

| |
|--------------------------|
| Institution |
| Applicant Name |
| Applicant Email Address |
| Applicant Position/Title |
| Submitter Name |
| Submitter Position/Title |

| Team Member | Institution | Name/Position/Title/Email Address |
|---------------|-------------|-----------------------------------|
| Team Member 1 | | |
| Team Member 2 | | |
| Team Member 3 | | |
| Team Member 4 | | |
| Team Member 5 | | |

If your project team includes other members, please include the following information for each member: Institution, Name, Position, Title, and Email Address

TAWG Informational Webinar Attendance

- Did you attend the recommended informational webinar and/or meet with your campus TAWG representative before submitting your application? Include your TAWG representative's name and meeting date within the provided fields

Previous OER Experience

- Have you participated in the Open@WRLC Open Textbook Library \$200 stipend review program? Please note, participation in the \$200 OTL review stipend program is not a requirement for the Open@WRLC Faculty Course Transformation Program
- Do you have any experience using OER? If yes, please provide a brief description

Work Plan

Describe your plans for implementing your project during the 2024-2025 academic year. Please state the intended work plan, including target dates for completion and indicating any ancillary materials that will be made available for the Open@WRLC repository. Please be sure to address the Eligibility Criteria and Participation Requirements noted in the Request for Proposals.

Adopted OER Textbook and Course Material

OA, ACL vs. OER

Open Educational Resources, is often described as “better than free” because the Creative Commons License attribution ensures that the user can take advantage of the Five Rs. This means instructional material can be retained, reused, revised, remixed, and redistributed making the material perpetually available to the public at-large. For the purposes of this stipend program, the primary resources must be OER. However, Open Access (OA) and Affordable Learning Content (ALC) can be added as supplementary materials.

OER represents a subset of OA, but not all OA is OER. OA material, which can include scholarly journal articles and data, have been made freely available to the public. However, this material does not always provide permissions to change the content and the publisher is under no obligation to provide perpetual access. ALC, such as ebooks, journal articles and other material made available via your library’s catalog, is always encouraged. However, ALC items are largely copyrighted, access is provided via a paid subscription, and is generally not available to the public at-large.

| Title | Author | URL link |
|-------|--------|----------|
| | | |
| | | |
| | | |

Statement of Goals and Impact

- What has inspired your interest in OER?
- Why did you select this specific course for OER adoption?
- The benefits of OER go beyond cost savings. Briefly, describe the pedagogical goals that this adoption would aid and the impact that it would have on the course, your students, your department or your program. Please be sure to address the Eligibility Criteria and Participation Requirements noted in the Request for Proposals.

Budget Narrative

Submit a budget and budget narrative for your project, if known. Funds can be used in a variety of ways including faculty stipends, release time, and the like.

Impact Data

Use this worksheet to calculate the proposal's impact data. ([a downloadable version is available here](#)).

- Fill in the data below with impact data below with one course (all sections) in each table, and only include courses and instructors that are specifically part of the scope of this proposal.
- Line 1: Average Number of Students field, please include historical numbers vs. class size
- Line 7: Original *required* commercial textbooks, enter the cost of a **brand new unused copy**
- Add or remove tables as needed
- If the materials used by different instructors in a course vary drastically, it is possible to enter one course per instructor
- For a multi-course project, if a significant amount of students are assumed to take courses in a sequence and only one textbook is used for these courses, please take this into account in your total (i.e. only include that book in the first course they would purchase it for OR adjust the number of students affected)
- Please explain in the notes section if making such adjustments

| | | |
|-------|--|-----------------|
| Row # | | |
| | Course title and number Introduction to Biology Bio 110 | |
| | Brief Description Intro-level course to biology concepts for majors, including cell structure and function, ecology, and animal behavior. | |
| | Course Schedule (When and How Often Offered) M W F 11:00- 12:00 | |
| | Course instructors Dr. Rachel Borchardt | |
| 1 | Average number of students enrolled per section | 20 |
| 2 | Average number of affected course sections scheduled in the Fall 24 semester | 2 |
| 3 | Average number of affected course sections scheduled in the Spring 25 semester | 2 |
| 4 | Average number of affected course sections scheduled in the Summer 25 semester | 0 |
| 5 | Total number of course sections scheduled <i>Add up rows 2-4</i> | 4 |
| 6 | Total number of student section enrollments per academic year <i>Multiply row 1 and row 5</i> | 80 |
| 7 | Original <i>required</i> commercial textbooks <i>Include each title's author and price for a new copy purchased from either your camps bookstore the publisher or Amazon, and a URL to the book showing the cost</i> | \$125.00 |
| | Additional Required Textbook (if necessary) | N/A |
| | Additional Required Textbook (if necessary) | N/A |

| | | |
|----|--|-------------------|
| 8 | Original cost per student section enrollment <i>Add up the cost of all materials in row 7</i> | \$125.00 |
| 9 | Average post-project cost per student section enrollment | \$25 |
| 10 | Average post-project savings per student section enrollment <i>Subtract row 9 from row 8</i> | \$100 |
| 11 | Projected total annual student savings per academic year <i>Multiply row 10 and 6</i> | \$8,000.00 |

Three Year Student Savings Calculation

| | |
|---|--------------------|
| Sections Committed Over Three Year Period | 12 |
| Number of Students Per Section | 20 |
| Cost of Resource to be Replaced | \$125.00 |
| Average post-project savings per student section enrollment | \$100.00 |
| Total Three Year Cost Savings | \$24,000.00 |

Notes:

| |
|--|
| |
| |
| |
| |

Course Information

- Upload current course syllabus
- Is this course currently confirmed to be offered in the university’s course catalog for the 2024-2025 academic year? If not, when can confirmation be expected?
- How many of the offered sections will the project lead or team members, specifically, be scheduled to instruct?
- If the project lead or team members are not scheduled to instruct, would your department commit to using the OER course transformation for the course?

Sustainability

Describe plans to ensure the sustainability of the material. Be sure to include which faculty will ensure materials are kept up to date and how often they will be reviewed.

Creative Commons Terms

With exceptions for modifications of pre-existing resources with a more restrictive license, I understand that any new materials or revisions created with Open@WRLC funding will, by default, be made available to the public under a [Creative Commons 4.0 International License](#) (CC BY 4.0).

Accessibility Terms

I understand that any new materials or revisions, created with WRLC funding, must be developed in compliance with [Open@WRLC's FCT: Digital Accessibility \(DA\)](#) and Web Content Accessibility ([WCAG 2.0](#)) Guidelines and will work with my TAWG representative to locate campus support for both Digital Accessibility and Creative Commons License support.

Letter of Support

Each affiliated department must include the following statement of support on letterhead and signed by the Department's Chair or direct report such as the Dean or Provost. In the case of multi-institutional affiliations, all participants' institutions must provide a letter of support.

To the Open@WRLC Faculty Course Transformation Program,

I write on behalf of (Affiliated Faculty) in support of their proposal entitled, (Name of Open@WRLC Faculty Course Transformation Program Proposal). The (Name of Department of College) strongly supports this effort and is willing to comply with the terms of the program as outlined in the request for proposals released on January 3, 2025.

This includes but is not limited to, supporting the implementation of the curricular resources adopted by this project in the classroom, providing support for fund disbursement, acknowledging the sustainability of the use of these no-cost/low-cost resources after the project's work is complete, and reporting data on their impact on student success.

Signed

(Name of Department Head)

Memorandum of Understanding

**Note: This section will only be required for approved applications.*

- I acknowledge that, if my Open@WRLC Faculty Course Transformation Program application is accepted, I am responsible for contacting my institution's TAWG representative to discuss the application and funding disbursement procedures.
- I understand that my project plans related to transforming: _____
_____ [course name and number] at _____ [partnering WRLC institution] to no or low textbook costs must be completed by August 26, 2024 for Fall 2024 implemented courses and December 2, 2024 for Spring 2025 implemented courses.
- I am and/or my project collaborator(s) _____ [list all names included in application] are committed to teaching at least one section of the course(s) using the transitioned OER materials by at least the Spring 2025 semester.
- I confirm that this transitioned course will employ Open Educational Resources (OER) with a Creative Commons 4.0 International License (CC BY 4.0) and have a zero or low-cost (\$40.00 or less) total for the course's required materials.
- I understand that the transformed course's syllabus may include supplemental material such as Open Access (OA) and Affordable Learning Content (ALC) and/or other freely accessible material but must provide a primary OER required textbook or course material.
- I understand I will be making a good faith effort to teach this course for a total of 3 years. I will continue to use the open materials during that period, and will maintain a zero or low-cost (\$40.00 or less) total for the course's required materials.
- I am committed to working to ensure my course and the materials used are fully accessible according to Open@WRLC Digital Accessibility (DA) Guidelines and WCAG 2.0 standards
- I and/or my project collaborator(s) assume responsibility for the sustainability of the courseware material and have created a schedule to review and ensure material is current and functioning as expected
- I understand that my course syllabus and corresponding ancillary material, post transformation, must be made available to the public under a Creative Commons 4.0 International License (CC BY 4.0) on the Open@WRLC repository.

- I will maintain open channels of communication with the Open@WRLC project manager, and notify them when we anticipate changes in scope or timeline.
- I will make myself available to the program's scheduled progress report updates, professional development webinars and share outcomes and lessons learned at an Open@WRLC convening or webinar
- I acknowledge that, if my proposal application is accepted, I agree to complete a Semester Data report per the provided due dates. Faculty will report measures of impact on student success and return on investment to assess the effectiveness of the program, inform program improvement and illustrate the impact of textbook savings. Reports will be used to summarize participant data for public distribution, such as on the WRLC website, presentations and articles.
- I have read the above statements and confirm my understanding and commitment to these statements.

University Disbursement Acknowledgement Form

**Note: This section will only be required for approved applications.*

The applicant's institution will be responsible for fund disbursement and will inform program administrators of the campus department that will oversee disbursement. Upon the stipend being awarded, faculty will be responsible for providing a signed University Disbursement Form, stating that the home university has been informed of the applicant's intent to apply for an Open@WRLC Faculty Course Transformation program. In the case of multi-institutional affiliations, all participants' institutions must provide this form.

Funding Details

Open@WRLC stipends differ substantially from federal or other external grants. They are an allocation of funds from the WRLC. This funding structure, facilitated by an MOU, allows for greater flexibility between the participating institutions. Funding procedures largely rely on the policies of the institution with which the Project Leader is affiliated. The proposing team must coordinate as necessary with their Grants, Research, and/or Business Offices per institutional guidelines to determine how to handle the distribution. Open@WRLC stipends cannot cover indirect costs, as these are not external grants.

The award will be disbursed in installments upon receipt of the following:

| | |
|---|-----------|
| Memorandum of Understanding (MOU) | \$500.00 |
| Project Plan (including syllabus and ancillary materials) and Course Implementation | \$1000.00 |
| Semester Data Report | \$500.00 |

Project Leaders will be responsible for communications between the WRLC and their institutions regarding funding.

Forms

Please download copies of these files and upload the completed versions to the categories below.

- [Open@WRLC FCT Program: Application available for download](#); use *this document to assist with gathering required information*
- [Open@WRLC FCT Program: Memorandum of Understanding \(MOU\)](#); *only required for approved grant applications*
- [Open@WRLC FCT Program: Impact Data Worksheet \(.pdf portal download\)](#); use *this worksheet to calculate your Impact Data*
- [Open@WRLC FCT Program: Digital Accessibility \(DA\) Guidelines](#)
- [Open@WRLC FCT Program: University Disbursement Form](#); *only required for approved grant applications*
- [Open@WRLC FCT Program: Semester Data Report](#); *only required for approved grant applications*