

Academic Affairs
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Keith Boyum
Associate Vice Chancellor
Academic Affairs

562-951-4712
Fax: 562-951-4981
E-mail kboyum@calstate.edu

Code: AA-2008-04

Date: January 9, 2008

To: Provosts

From: Keith Boyum, Associate Vice Chancellor, Academic Affairs 

RE: Faculty participation in Transforming Course Design for High Impact Courses

Thank you for your efforts in identifying candidate courses for the system-level Transforming Course Redesign project. Your identification and recommendations for cooperatively redesigning high enrollment courses that also have a history of poor student performance were critically important in EVC Reichard's selection of **Developmental Mathematics** and **General Chemistry**. Each of the 17 campuses that offered input on the short list named at least one of these two courses.

Your responses in some cases also included recommended faculty who would commit their time and talents to the redesign of these courses in the Spring 2008 semester/quarter. In other instances, provosts noted that they would forward names this month.

This memo describes the process to select faculty who will participate in this important project.

The success of the project will be dependent upon faculty leadership and expertise working cooperatively with a team of CSU management, design and technology support personnel. We want faculty to be well informed about the goals, processes, schedule, and support of the project so they can make the best decision in whether and how to participate in this project. We apologize ahead of time for the very tight schedule of activities.

1. We have scheduled conference calls on January 18 (3:00 pm) and January 23 (8:00 am) when faculty will be presented with the expectations for participating in the project and with the opportunity to ask questions. Faculty would only attend one of these calls since they will be covering the same material.
2. Faculty would submit their "application" to participate by January 24th.
3. EVC Gary Reichard would make the appointments by January 28th.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Overview of Roles and Responsibilities for Faculty Participation

For each course there will be two (2) teams that will require faculty leadership and expertise: The Design Team and the Review Team. Appointment to the teams will be from January 28, 2008 to June 30, 2008. Both Design and Review Teams will learn, discuss, and implement the “Transforming Course Design” strategy that has been outlined in <http://transform.csuprojects.org/>

- The **Design Team** of five or six persons will require faculty to work collaboratively with faculty colleagues, Tom Carey, and the CSU Center for Distributed Learning staff to plan, select, and/or develop the tools and resources to enable faculty to effectively and easily redesign courses that can improve student learning outcomes (reduce D, W, F’s) and reduce costs (\$ and time).
 - **Schedule expectations:** There will be, on average, 2 conference calls per week (45 min to 1 hr each). Attendance at monthly face-to-face meetings is also required (travel expenses covered). We will also strongly encourage attendance at the National Center for Academic Transformation Conference (March 17-18, 2008. Travel expenses will be covered. Please see <http://www.center.rpi.edu/RedesignAlliance/Conference08.htm>)
 - **Tasks to include:** Identify curricular topics where students have the most difficulty learning; Identify curricular topics where faculty have the most difficulty teaching; identify existing technological approaches that have successfully been used to improve student learning; design strategies for improving student learning and faculty teaching where needed; recommend organization of resources and tools for delivering a successful educational experience to students; develop guidelines and professional development processes to enable effective and efficient adoption/adaptation into campus courses.
 - **Support provided:** The Chancellor’s Office will provide Design team members either the equivalent of three units of assigned time for spring semester 2008, or a stipend of \$5,000, plus travel support, and professional staff support.
- **Review Team** will provide evaluations and recommendations to the Design Team on the design and development of tools, resources, guidelines and training for the redesigned course. Review team members are expected to insure that the work of the Design Team is fully informed by the needs and contexts on their own campuses and that the resulting activities and resources can be taken up in their institution’s target courses. We anticipate about six members for the Review Team.
 - **Schedule expectations:** There will be 2 conference calls per month (90 minutes each) Attendance at monthly Design Team-Review Team virtual meeting required
 - **Tasks to include:** Conduct and document the review and evaluation of the work completed by the Design Team.
 - **Support provided:** Letter of appointment from the EVC, a professional development award of \$500.00 for travel to a conference of choice or other professional development expense, travel support as needed, and staff support.

At the successful conclusion of this phase of the project, participants will receive a letter of recognition for their contributions from EVC Reichard.

Next Steps:

1. Please forward this memo to your appropriate department chairs and faculty who you believe will be interested. The ideal faculty participants will be passionate about their subject areas, regarded as leaders in teaching by their departmental peers, dissatisfied with the outcomes currently achieved in the target courses, and open to new ideas and scholarly approaches to teaching. Please encourage them to participate in either of the January 18th or January 23rd conference calls.
2. Faculty wishing to participate in the project will need to send a one-page letter to include the following. Please send letters to ybenavides@calstate.edu by January 24, 2008, 5:00 pm. Faculty may indicate whether they prefer Design Team or Review Team participation. Please know that some who request Design Team participation may instead be offered Review Team participation.

- Name
- Dept/Campus
- Email/Phone
- Select Team: Design only Review only Either Team
- # of years teaching selected course
- Brief description of what you're doing to improve student success in learning in this course
- Brief description of what you'll bring to the team to help it succeed in this challenging project.
- Any known schedule constraints, e.g. scheduled absences, heavier time commitments during particular weeks of the term, etc.

cc: Dr. Gary W. Reichard, Executive Vice Chancellor / Chief Academic Officer
Dr. Barry A. Pasternack, Chair, Academic Senate CSU / Co-Chair, ATAC
Dr. Michael Mahoney, Co-Chair, ATAC
Dr. Gerard Hanley, Senior Director, Academic Technology Services
Dr. Tom Carey, Consultant, Academic Technology Service
Academic Technology Advisory Committee (ATAC) Members