ALT-2040 Fund

2024 Handbook

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OVERVIEW

The 2024 ALT-2040 Fund supports course and program innovation, student experience enhancement and educational resource development at UBC Okanagan. Selection of funded projects is guided by the transformative learning strategies of Shaping UBC's Next Century and UBC Okanagan teaching and learning priorities expressed in aligned plans and reports (e.g. Outlook 2040, Indigenous Strategic Plan, Declaration of Truth and Reconciliation Commitments, Strategic Equity and Anti-Racism (StEAR) Framework and Climate Emergency Task Force Report).

All proposals are due by 3:00 pm on February 29, 2024. All projects must meaningfully transform UBCO students' learning experiences with an implementation focus and scope consistent with the funding stream. Preference is given to projects that align with one or more of the ALT-2040 Priority Focus Areas.

FUNDING STREAMS

The 2024 ALT-2040 Fund has four funding streams:

1. ***Stream 1: Open educational resources (OER) focus stream.*** Up to $10,000 may be requested for projects focused on developing or adapting OER (e.g., open textbook, digital content, course assessments, course assignments) or incorporating open educational practices in one or more courses.
2. ***Stream 2: Course innovation partnership stream***. Up to $15,000 may be requested for innovative, research-informed projects focused on existing courses that align with a UBC Okanagan strategic academic priority and conducted in partnership with one or more students. It is anticipated that project funding will be used primarily to employ students.
3. ***Stream 3. Learning experience enhancement stream***. Up to $25,000 may be requested to develop and implement innovations grounded in research-informed practices that enhance an academic program or provide benefits across multiple programs. This includes implementing non-credit, proficiency-based credentials within existing academic programs that recognize skills and competencies (e.g., micro-credentials aligned with industry standards) or enhancing teaching effectiveness (e.g., credential programs for teaching assistants, instructors, etc.).
4. ***Stream 4. Constellation Protostar fellowship stream.*** Up to $10,000 may be requested for innovative projects focused on introducing novel media (technology) elements that leverage the unique learning environments available through Constellation. Funding will be used to support student workers. Recipients will participate in a cohort community of interest during their fellowship.

FUNDING STREAM INFORMATION

KEY DIFFERENCES BETWEEN ALT-2040 STREAMS

	OER focus	Course innovation partnership	Program & learning experience enhancement	Constellation Protostar Fellowship
Purpose	Create and/or adapt OER to provide students with meaningful, contextualized learning materials.	Develop and implement **course** innovations in partnership with one or more students.	Develop and implement innovations that enhance an academic **program** or benefit multiple programs.	Prototype and pilot innovative **course** elements that embed media and technology, utilize Constellation network facilities.
Maximum funding	$10,000	$15,000	$25,000	$10,000
Maximum length	2 years	2 years	2 years	1 year
Course release	Not funded	Not funded	Not funded	Not funded
Sharing	Creative Commons	Within UBC	Within UBC	Within UBC
Proposal due date	February 29, 2024			
Consultations	• OER Stream applicants are strongly advised to consult with the Open Education Librarian. • Constellation Protostar Fellowship applicants must consult with and obtain a support letter from their Constellation partner. • CTL consultation is strongly recommended. • UBC Studios consultation is strongly recommended for media production. • Consult ALT-2040 Fund manager regarding eligibility or other guideline questions.			

Projects associated with the *Learning experience enhancement stream* must have at least one primary impact measure at the **program-level** whereas the impact measures of the *OER stream, Course innovation partnership stream* and *Protostar fellowship course innovation stream* projects may be at the **course-level**. Projects that create significant OERs to address a program-level benefit (e.g., significantly reduce educational materials cost while improving student learning outcomes within all first and/or second year courses) may be eligible for the *Learning experience enhancement stream.* In such cases, a **consultation and signoff** from the ALT-2040 Fund manager is **required** in advance of submission.

NEW: CONSTELLATION PROTOSTAR FELLOWSHIP STREAM

Introduction

The Office of the Provost and Vice President, Academic, in collaboration with the Constellation Network, is introducing a new ALT-2040 funding stream in 2024: the Constellation Protostar fellowship stream. This fellowship focuses on the development of teaching practice through the application of applied media and technology and seeks to inspire educators to go beyond traditional pedagogy and experiment with novel knowledge translation techniques by leveraging the unique learning environments available through Constellation. This stream may appeal to faculty members who have a strong interest in applied media and technology, are dedicated to excellence in their own teaching, and are willing to champion the importance of teaching development within the university community.

About the Constellation network

UBC Okanagan's Constellation connects and integrates existing media and technology learning spaces and facilities to provide new pathways for interaction, exploration, learning, and discovery. With a shared vision of empowering learning, supporting campus-wide access, and encouraging innovation, Constellation includes the Sawchuk Family Theatre (SFT), the Visualization and Emerging Media Studio (VEMS), makerspaceUBCO, Digital Design Lab and Sound Booth, Studio 123, Library Design and Editing Stations and the Commons Service Hub (see UBCO Studio Spaces). As a network, it offers new ways for students to experience learning and new tools for instructors to design and support their students' learning journeys.

Stream overview

The Constellation Protostar fellowship stream provides a unique opportunity for instructors to collaborate with students, faculty colleagues, and professional staff to explore how media and applied technology can be used to transform learning environments and teaching and learning experiences. The specific outcome focus of the stream is to produce new, or adapt existing, educational materials and resources. Preference will be given to applicants interested in exploring new ways to incorporate student engagement with Constellation spaces/facilities in future classes. Awards comprise a combination of direct funding ($10,000 for student project workers) and in-kind professional expertise (pedagogical support from CTL and technology from the Constellation network). It is anticipated that Constellation Protostar teaching fellows will use existing equipment and software available at UBC. Special requests for new equipment and software may be included in the application; all items purchased will be retained in the Constellation for others to use.

Constellation Protostar fellows are expected to:

- Attend orientation and training sessions provided by the Constellation network to become familiar with the key capabilities of the network.
- Prototype a teaching deliverable and use the spaces/ facilities of Constellation to provide UBC Okanagan students with a learning experience that would not be possible without the specialised capabilities afforded though them.
- Participate in three workshops at specific project milestones with their project cohort, including a mid-stream progress symposium, over the course of the year.
- Produce a sharable summary report of work and/or experience including a description of Constellation resources used and how they were applied; OR develop peer mentorship/sharing opportunity that demonstrates how others might use media and technology in teaching. practice. This might include either a demonstration piece, workshop, or project dissemination to colleagues that offers a contribution to a community of knowledge. Outputs should be tied to teaching practice.

Successful applicants are provided with support, including:

- One-on-one orientation meeting with Fund Manager.
- Scope review meeting with Constellation partner to review the project scope, initiate project, receive necessary training and establish project meeting schedule.
- Up to three scheduled check-ins with project cohort and mid-stream progress symposium.

APPLICATION PROCESS

Applicants should familiarize themselves with the purpose and requirements of each of the ALT-2040 streams and review all guidelines. Application and budget templates for each stream are provided on the ALT-2040 Website.

We recommend developing your proposal using the template provided on the ALT-2040 website and pasting the text into the online application—please note that the online form accepts only plain text. If you have questions or issues accessing templates or submitting your online application, contact altfund.ok@ubc.ca.

APPROVALS NEEDED

Before submitting your proposal, please ensure you have the required approvals from all participating Faculties.

All streams require:

- An approval letter from the Department/Unit Head/Director of Lead Applicant; and
- Where in-kind resources are committed, a letter (or PDF copy of an email) from the relevant UBC department/unit or administrative unit.
- An approval letter from the Dean of the Lead Applicant and the Dean or designate of any UBC Okanagan Faculty/School committing resources.

The Constellation Protostar fellowship stream requires:

- An approval letter from the Director or designate of proposed Constellation partner that identifies the resource commitments. Contact constellation.ok@ubc.ca to arrange for any support letter.

TIMELINE

1. **January 10, 2024**: ALT-2040 Call for Proposals released.
2. **January 10 – February 29, 2024**: Applicants develop their project proposals.
   a. Consultations as required and appropriate to the stream.
   b. Approval and support letters gathered.
   c. Enquiries about any stream may be directed to altfund.ok@ubc.ca.
3. **February 29, 2024, 3:00 PM:** Applications must be submitted by this date and time**.**
4. **March 2024**: Stream adjudication committees review the proposals and make funding recommendations to the Provost (or designate), as follows:
   a. Fund
   b. Fund with Conditions
   c. Do not Fund (may include recommendation to re-submit in future)
5. **April 2024:** The Provost (or designate) finalizes the funding decisions and a notification letter is sent to all applicants. Some applicants may be required to clarify proposal elements and/or revise their original applications.
6. **April-May 2024:** Funds are made available as soon as practical after approval.

CORE GUIDELINES

PRIORITY FOCUS AREAS FOR 2024

1. Strengthen and expand Indigenous-focused curricula in existing courses and programs and/or strengthen instructors' competence with incorporating Indigenous knowledge and ways of knowing in their teaching.
2. Transform curricula by incorporating equitable and anti-racist teaching and pedagogies that promote locally and globally relevant and responsive ways of learning, knowing, and translating knowledge.
3. Expand educational opportunities that encourage students' active engagement with the climate emergency by enhancing climate change content and learning activities in one or more existing courses.
4. Redesign a course for delivery in an online, hybrid or multi-access format to introduce innovative teaching and learning practices and leverage Universal Design for Learning principles.
5. Create and/or incorporate OER to make education more affordable and accessible to students. Priority will be given to projects which implement OER into multi-section courses or multiple courses, and projects that have high student impacts (see criteria section).
6. Recognize disciplinary skills or competency acquisition in one or more courses through the creation of non-credit credentials or digital badges that may be laddered into a non-credit, proficiency-based credential.
7. Co-develop curricula with external partners (community, industry, etc.) and offer credit or proficiency-based non-credit opportunities accessible to both UBC students and external learners (may be delivered separately).
8. Innovate courses by experimenting with novel knowledge translation techniques to produce new or adapt existing educational materials and resources for use in the unique learning environments available through Constellation.

CRITERIA

- The project advances UBC Okanagan's teaching and learning goals and priorities (see related plans and reports).
- Project outcomes are consistent with one or more of the 2024 ALT-2040 Fund priority focus areas.
- The project demonstrates positive impacts on student learning or the student learning experience in alignment with the selected ALT-2040 project stream.
- The project uses innovative (new, novel or significantly improved), research-informed educational strategies, pedagogical approaches, techniques or tools to improve student learning outcomes and/or experiences.
- The project benefits a significant number of UBC Okanagan students directly through the enhancement of curriculum, services and resources and/or indirectly through training of faculty and staff in new pedagogies or learning technologies. As appropriate to the stream, priority will be given to required, high-enrolment (in a program context) undergraduate courses. For OER projects, **high student impacts** include, but are not limited to: cost savings, the number of students enrolled in courses where the resources are used, and the enhancement of student learning supported by the use of open resources and pedagogies.
- The project includes systematic approaches to address the needs of diverse learners and enhance equity, diversity, inclusion and accessibility.

- The project uses outcomes-based criteria to determine success; the criteria and the methods by which data are to be collected are clearly outlined in the proposal's evaluation plan.
- The proposal provides a clear rationale, methodology, objectives and work plan.
- The proposal clearly identifies any overlap with related initiatives and differentiates the project's unique objectives and outcomes.
- The proposal includes evidence of strategic support and a realistic sustainment plan for project outcomes and products.
- The project is feasible; the objectives are achievable within the proposed timeline and budget.
- The budget is appropriate, with a clear justification of associated costs. Priority may be given to projects with meaningful additional funding sources and/or in-kind resources.
- The project involves students in meaningful ways. The proposal describes how students were consulted in the preparation of the proposal and how students will be involved in the development and implementation of the project.

ELIGIBILITY CONSIDERATIONS

- The Lead Applicant of an ALT-2040 Fund proposal must be a full-time, continuing faculty member of the University of British Columbia's Okanagan campus (includes librarians) or a full-time lecturer with a term appointment that remains active through the length of the project.
- Lead Applicants of an ALT-2040 Fund proposal may not hold more than one ALT-2040 Fund grant[1] concurrently. Co-applicants and other team members can be involved in more than one active ALT-2040 Fund project at a time.
- Proposals for projects which include a substantive overlap with another (existing or proposed) ALT-2040 Fund project or another UBC Okanagan or university-wide teaching and learning grant source are normally not eligible.
- Projects with a **primary purpose** to create or develop new technologies, new software systems or platforms are ineligible. Where software applications are developed as part of the project, there must be a clear sustainability plan articulated that identifies the source of funding for ongoing development and maintenance; in such cases, a letter from the Director or equivalent of the responsible unit attesting to the funding commitment must be included.
- Projects with a **primary purpose** of research are ineligible. Research may be conducted as part of a project, but it may not be the motivation for the project.
- Projects with a **primary purpose** of developing revenue-generating, **externally focused**, non-credit continuing education programs are ineligible.

SHARING AND RE-USE

- Teaching and learning materials created through the ALT-2040 Fund must be made available for re-use within UBC.
- Successful ALT-2040 Fund applicants for the *Learning experience enhancement stream,* the *Course innovation partnership stream* and the *Constellation Protostar fellowship stream* are strongly encouraged to license any learning materials developed under an appropriate Creative Commons License and to share the materials widely through UBC's digital sharing channels (e.g., UBC Wiki, cIRcle, YouTube, etc.).
- *OER focus stream* projects or OER developed within other project streams must adhere to the following:

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[1] Includes projects funded under the predecessor ALT Fund and OER Grants pilot program (2020)

1. Resources developed must be shared with an open copyright license (e.g., Creative Commons) to allow for re-use, remix, revision and redistribution of the content for educational purposes. Exceptions for specific materials in an open work (e.g., culturally sensitive materials) should be discussed in advance with the ALT-2040 Fund manager and documented in the proposal.
2. Appropriate communication and permissions must be provided where students participate in teaching and learning materials development in a course or program context. (See: Creating Open Education Resources – Having Students Publish Their Work)
3. Resources published in a non-editable format must also make an editable version or make the source file available.
4. Teaching and learning materials developed should follow the guidelines in the Open UBC OER Accessibility Toolkit. All openly available content and materials used or adapted must have proper attributions.

BUDGET CONSIDERATIONS

- The 2024 ALT-2040 Fund may not be used for equipment, infrastructure, teaching buy-outs or scholarly dissemination (e.g., conference registration, conference travel) costs. If funding is received from other sources (e.g., Faculty or Department), such costs may be allocated within the budget as an in-kind contribution.
- The ALT-2040 Fund is not a professional development fund; funds used to cover expenses (workshop fees, meals, travel, etc.) for events intended solely for the project team members are ineligible.
- ALT-2040 Fund applicants, with the exception of students in project worker roles, should not normally receive salary or honoraria from the ALT-2040 Fund. Exceptions should be discussed in advance of proposal submission with the ALT-2040 Fund manager and documented in the proposal.
- Funds cannot be used to purchase external consulting or other types of services where the expertise is available within UBC at a reasonable cost and in a timely manner.
- The applicant(s) should consult with all central service or operational units that are expected to contribute to the project. A letter of resource commitment/support for any significant infrastructure and/or service commitments must be submitted with any proposal. Letters may be in the form of an email to the Lead Applicant from a person authorized to commit resources for the organization (e.g., Head, Director).
- Where research is included in a proposal (note the eligibility considerations regarding research outlined above), the budget must clearly identify research-related expenses. If a proposal is funded, the funds that support research must be transferred into a research account; in this event, a research project information form (RPIF, here: https://ors.ok.ubc.ca/forms/) must be submitted to the Office of Research Services. Research involving human subjects must have ethics approval prior to the transfer of funds.
- Unspent funds revert to the Office of the Provost at the end of the funding period.

REPORTING

- All multi-year projects are required to submit an annual report.
- Project teams are encouraged to participate in the annual Celebrate Learning Week poster session event, provide a seminar or workshop through the CTL or participate in a related community of interest/practice.
- All projects are required to submit a final report, including a comprehensive summary for public dissemination.