

Request for Professional Development Funds related to Distance Education

Contents

Request for Professional Development Funds related to Distance Education.....	1
Goals	1
Process	2
Application	3
1. General Information	3
2. Conference/Training Seminar Information.....	3
3. Rationale and Funding	3
4. Budget (estimated)	4
5. Signature	4
6. Required Support Signatures:	5
List of Conferences.....	5
Rubric for Evaluation of Submissions.....	7

Contact: Dr. Tamara Powell

The College of Humanities and Social Sciences is now accepting requests for professional development funding to support travel related to distance education (conference or training seminar). This support is only offered to full-time CHSS faculty and is limited to qualified reimbursable expenses of a maximum of \$1500 domestic travel/\$3000 international travel. While not required, preference will be given to faculty facilitating training or presenting on e-learning at a conference.

Goals

The goals associated with funding this professional development are

- 1) Faculty identification of reputable conferences and training seminars advancing online learning (including mobile, hybrid, blended, e-learning, and distance education).*
- 2) Assessment of the pedagogical value of new technologies, theories, and skills promoted at these conferences and training seminars.
- 3) Communication and dissemination within the College of new technologies, theories, and skills learned.

Process

1) Identify the conference you will attend. If you are presenting, attach the confirmation of your acceptance. If you have applied to present but do not yet know if you are accepted, attach your proposal to your application for funding. You can also be funded for attending, if your application is strong. No matter whether you are presenting or not, in your application, clearly explain how the conference/seminar will advance the understanding of new technologies, theories, and skills related to e-learning. This explanation should include why the particular conference was chosen, how the conference is related to distance or mobile learning or is discipline specific with a clear online or mobile learning component. If you are attending a discipline-specific conference that is not clearly related to online learning, please include a past or present program for this conference and highlight the online-learning related panels included there so the committee can clearly see the opportunities you will have to advance your knowledge.

2) Explain how attendance at the conference will benefit the department and college

3) Submit a detailed and exact estimate of travel costs. For example, if you are parking at “The Parking Spot” in Atlanta for airport parking, include the exact estimate of that parking cost in your budget. Use the GSA per diem rates (<https://www.gsa.gov/portal/content/104877>) in your estimates.

4) Obtain the support of the Department Chair and Department Online Coordinator and approval by the CHSS Director of Distance Education (Dr. Tamara Powell)

5) Commit to the creation of an online module designed to share the information gained at the conference or training seminar with other faculty (**Due within 90 days of return from travel**). The module should be self-contained and designed to function without a faculty moderator. Modules will be used by the CHSS Office of Distance Education in training designed to advance the e-learning skills of CHSS faculty.

Instructional design help from the College of Humanities and Social Sciences Office of Distance Education is available in creation of a module. **A module includes two to three module objectives, a checklist, content (such as a video or text lecture), and assessment such as a self-graded quiz.** Modules will be used in the CHSS workshops with full credit to the creator. Failure to create and deliver the module will result in **disqualification from future online professional development opportunities.**

To request funding, please fill out the attached sheet including ALL required signatures and return it to the CHSS Office of Distance Education in Social Science 5008. Please see scoring rubric on page 7.

If you have any questions, please contact Tamara Powell at tpowel25@kennesaw.edu or 470.578.2911.

* With the proliferation of conferences/training seminars related to e-learning, choosing a reputable option can be difficult. A list of respected e-learning conferences/training seminars can be found at the end of this application. Please note that the conferences/training seminars identified are only recommendations and that funding is NOT restricted to attending those listed.

Application

Request for CHSS Professional Development Funding: Distance Education Conference/Training Seminar

Spring Travel deadline: October 20, 2017 (for spring 2018 travel—travel must be completed and submitted before June 15, 2018)

Conference I have selected is in Spring 20____

Please provide a hyperlink to the main conference site:

1. General Information

Name: _____

Department: _____

Rank: Professor Associate Prof. Assistant Prof. Senior Lecturer Lecturer

Email: _____

Office Phone #: _____

Online learning experience: _____ (number of years you have taught hybrid and/or online)

2. Conference/Training Seminar Information

Conference/Training Seminar Name:

Location: _____

Presentation/Training Seminar title (if applicable):

3. Rationale and Funding

Please attach a brief statement discussing your rationale for choosing this conference/training seminar and what your goals are for your attendance at this conference. Does the conference/training seminar focus more on technology, pedagogy, or both? If you are presenting, include your confirmation from the conference. If you have applied to present but do not yet have a response, please include your proposal that you have sent. If presenting/attending an e-learning panel/session at a discipline specific conference, please identify the session title and focus. If you

are attending a discipline-specific conference, attach a program from the past or upcoming conference and highlight panels related to distance learning. Please explain how attendance at this conference will benefit the college, your department, and KSU students. If your attendance aligns with specific departmental, college, or university goals, please include that explanation to support your application. Please explain what you believe you will gain from attending this conference, what you believe you will share with your fellow faculty, and how you will share what you learn at the conference with fellow faculty. Please share ideas you have for your module at this time. Please explain clearly what you think you will share in your module that you will produce upon your return.

Also, please explain whether or not you have received any funding for this conference travel through other channels—your department, a grant, etc. Please explain if you are not eligible for additional funding or if your allotted funding has already been allocated for another opportunity. Take care creating the budget below. Be exact in your information—use the GSA per diem rates (<https://www.gsa.gov/portal/content/104877>).

4. Budget (estimated)

- a. Conference/seminar fees _____
- b. Transportation _____
- c. Lodging _____
- d. Meals _____
- e. Miscellaneous fees/costs _____

f. Departmental or grant contribution _____

TOTAL REQUESTED (conference and travel money minus departmental or grant contribution) _____

5. Signature

By signing below, you are confirming that you have read and understand the goals and requirements related to this funding request including the creation of an online module designed to share the information gained at the conference/training seminar with other faculty. You also understand that you will be disqualified from any future online learning professional development funding if you fail to submit a completed module to the CHSS Office of Distance Education **within 90 days** of your return from travel. Finally, you understand that the submitted module will be the intellectual property of university and will be used to advance the knowledge and skills of CHSS faculty.

Sign here to indicate that you understand and agree to the conditions stated above.

DATE

6. Required Support Signatures:

By signing below, you confirm that you have read and support the request for Professional Development funding related Distance Education by the applicant.

Signature of Departmental Online Coordinator

DATE

Signature of Department Chair

DATE



For CHSS Office of Distance Education use.

Request for Funding approved:

Signature of CHSS Director of Distance Education

DATE

Confirmation of delivery of online module:

Signature of CHSS Director of Distance Education

DATE

List of Conferences

Check out the extensive list of conferences here: <http://bit.ly/2f39KKj>

The following is a list of possible respected e-learning conferences/training seminars. Again, please note that the conferences/training seminars identified are only recommendations and that funding is NOT restricted to attending those listed below. Also, consider technology tracks you might attend at professional conferences, such as the technology and teaching track at the Modern Language Association (MLA) conference.

- * Distance Learning Administration Conference (DLA) (University of West Georgia)
- * International Society for Technology in Education (ISTE)
- * Distance Teaching and Learning Conference (Wisconsin University)
- * EduCause
- * Quality Matters Annual Conference (QM)

- * Georgia Educational Technology Conference (GAETC)
- * International Conference of Education Research and Innovation (ICERI)
- * OLC Accelerate
- * DevLearn Conference & Expo
- * FocusOn Learning Conference & Expo
- * Online Educa Berlin (OEB)
- * Instructional Technology Council (ITC) – eLearning Conference
- * ELML - International Conference on Mobile, Hybrid, and On-line Learning
- * OLC Innovate
- * U.S. Distance Learning Administration Conference (USDLA)
- * Mobile Learning Conference and Expo (mLearnCon)

Rubric for Evaluation of Submissions

CRITERIA	SCORE
Applicant is presenting at (acceptance included in application) (15)/applied to present but not confirmed (proposal included in application) (10)/attending (5) a recognized conference/seminar.	
Application includes clear estimated amounts for all budget requests. Yes (10) No (0)	
Application clearly explains how the conference/seminar is related to distance or mobile learning. (For discipline specific conferences, include program or past program and highlight panels related to distance learning.) Yes (10) Somewhat (5) No (0)	
Application explains how attendance at this conference will benefit the college, the department, and KSU students. Yes (10) Somewhat (5) No (0)	
Application clearly explains why this particular conference/seminar has been chosen. Yes (10) Somewhat (5) No (0)	
Application clearly explains what attendee intends to bring back from this conference to share with faculty/what attendee intends to gain from attending this conference. Yes (10) Somewhat (5) No (0)	
Applicant has secured departmental funding for this conference/seminar or applicant has explained funding request/other funding or lack of opportunities. Explanation is clear and appropriate (10) Explanation is not provided or not clear (0)	
Application <u>clearly outlines</u> the proposed content that the applicant will share in an online module created within 90 days of the conference/seminar end date. Yes (10) Somewhat (5) No (0)	
Overall quality of submission (0-15)	
TOTAL/100	

Application materials created by Mr. Stephen Bartlett, Associate Director, CHSS ODE, 2016
 Rubric created by Ms. Anne Corbitt, English Online Coordinator, 2016
 Final application materials created with much appreciated input from the CHSS Online Coordinators.