

Stony Brook Online Learning Development (S-BOLD) Initiative
Letters of Intent Template
October 2015

Deadlines:

The completed letter of intent submission deadline is **Mon, Nov 16, 2015, 5 pm.**

Announcement of LOI Review is expected on Fri, Dec 18, 2015.

Instructions:

The purpose of this LOI is to provide a summary of the proposed project addressing the 4 review criteria: Impact (30 points), Institutional Context (30 points), Feasibility and Budget (20 points), and Assessment (20 points). For each category, please limit your response to ONE page (single-spaced).

- Please use this MS Word template, but rename your MS Word file by adding your last name. For example: "S-BOLD LOI_LastName".
 - Letters of Evaluations are needed from your Chair and Dean.
- For questions, please contact the Associate Provost for Online Education, Dr. Wendy Tang, via e-mail at wendy.tang@stonybrook.edu with the words "S-BOLD" in the Subject line.
- Please email your completed submission as an attachment to s-bold@stonybrook.edu with the subject line: "S-BOLD LOI_LastName".

Attachment: Please include letters of support/evaluation from your Chair and Dean.

1. A Letter of evaluation from your Chair
Please ask your Chair to write a letter to state how important your proposal is in alignment of the academic needs of the Department. Specifically, please include:
 - Name(s) of PI:
 - information pertaining to departmental support for the project (e.g., it is intended that resources developed by the project will be used or adopted by other faculty teaching the course(s) in the proposal in subsequent years).
 - information pertaining to how the project addresses critical needs and education mission of the department.
2. A Letter of evaluation from your Dean - Please include similar info but pertain to the College's mission, commitments, and support.

Title Page (**Suggested 1pg**)

PI Name(s) and Department(s):

Contact Email(s) of PIs:

Course(s): Please list all courses (by course number and title) the proposal is intended to address:

Title of your project:

Abstract: Please describe the goal and vision of the project, the list of tasks to be completed, and summarize the potential impact of the project.

I. Impact (Suggested 1pg) – 30 points

1. Which of the following formats will you use, and what percentage of the proposed course/project will take place online?
 - Fully Online Asynchronous course (at least 80% of content, instruction and interaction takes place online) _____(percentage)
 - Fully Online Synchronous _____(percentage)
 - Hybrid Course (face-to-face and online)_____ (percentage)
 - Learning Object or tool for an existing or new course _____ (percentage)
 - Learning Object or tool for multiple course_____ percentage)
 - Others: Please describe _____
2. Approximately, how many students would benefit from the project?
3. How will this initiative lead to improved 4-year graduation rates?
4. How will this initiative lead to improved degree completion rate?
5. What is the current enrollment of the course in recent offerings? Do you anticipate the developed resources will support more students in subsequent offerings? If so, please give a rough estimate. What was the offering frequency of the course (e.g., once a year, once every semester, etc). If the proposed project is funded, will there be a change in the offering frequency?

II. Institutional Context (Suggested 1pg) – 30 points

1. How will this project continue to function after S-BOLD funding has been exhausted?
2. Does this project involve extramural SUNY programs or personnel (e.g, OPEN SUNY, collaborations with other SUNY institutions, seamless transfer)?
3. How often the online course will be offered? If the proposal is for a tool or resource, how often and how will the tool or resource be used?
4. Does the proposed project support or is part of the requirement for graduation for certain majors? If so, specify what is/are the major(s)?
5. Does the proposed project support or is part of the general education requirement (DEC/SBC, etc)? If so, please be specific.

III. Feasibility & Budget (Suggested 1pg) – 20 points

1. Project Timeline – when the course is planned to launched? Fall 2016, Spring 2017, Summer 2017?
2. How many hours each PI plan to devote on the project?
3. How many undergraduate/graduate TA do you anticipate to develop the project?
4. What kind of technology support the project needs? (For example, Blackboard, Adobe Connect, VoiceThread, etc.)

Assessment (Suggested 1pg) – 20 points

1. How will this project enhance the students' learning of the subject matter?
2. What evidence or data will you gather (after implementing the project) to demonstrate that the project has positively impacted student success?
3. What evidence or data might you need from elsewhere in the university? (Office of Institutional Research, Blackboard, TLT, etc.)

By submitting the LOI, the proponents agree to the following (these help to ensure each funded project receives strong support from TLT):

- If selected to submit for a Full Proposal, I agree to meet with TLT in developing an annotated line-item budget:
- If selected to submit for a Full Proposal, I agree to meet with TLT to select an online quality standard that will inform the development and design of this project
- If selected to submit for a Full Proposal, I agree to meet with TLT for consultation on the design, development and integration of technology, and a detailed assessment plan for my project: