Provost's Awards for Transformative Online Courses

Nomination and Application Process Guidelines

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Purpose

The Provost's Awards for Transformative Online Courses (TOC) recognize online courses developed by faculty members of the UAB community that exemplify best practices and innovation in online education. "Transformative" courses are defined as those that enhance the student experience with innovative teaching strategies, fostering an interactive learning community that maximizes student engagement and outcomes.

Award

Up to three awards will be given each year. The TOC awards include a cash prize (subject to composite fringe benefits) and a trophy suitable for display.

Revised 12/17/2019

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Criteria for Selection

The awards shall be based solely on course excellence as demonstrated by:

- Course alignment with Quality Matters Standards

- Incorporation of strategies into the course that support/promote faculty-student engagement

- Incorporation of innovative teaching strategies into the course to achieve desired student outcomes.

  Note: In this context, innovative teaching strategies are defined as the use of new evidence-based processes, tools, and methods that are designed and incorporated into a course to positively affect student learning and achievement of course outcomes.

- Utilization of strategies to create an online interactive learning community.

  Note: In this context, a learning community is defined as the vehicle through which learning occurs online. In learning communities, strategies are used that require members' dependence on each other to achieve the learning outcomes for the course. A learning community is defined as a group of individuals who are interested in a common topic or area and who engage in knowledge-related transactions as well as transformations within it. (Kahn, T. (1999, May 1). A New Model of Education: Designing Virtual Communities for Creativity and Learning, http://www.edutopia.org/designing-virtual-communities-creativity-and-learning).

- Use of evaluation data (e.g., student evaluations, student feedback, etc.) to demonstrate impact on student outcomes and its use to improve the course.

The Application Assessment Rubric (Attachment A) will be used to score application components.

Eligibility

Only courses developed by full-time UAB faculty may be nominated, and must have at least 80% of the instruction in the course occurring online.

All nominated courses must have been taught at least two semesters prior to being nominated and have evidence of impact on learner outcomes.

A course may only receive an award once in a five-year time period.

Submit nominations and applications to UAB eLearning

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2019/2020 Activities Timeline

December 6, 2019	Submission of Nomination Form and Letter of Support due
December 17, 2019	Notification to eligible nominees
December 20, 2019	Nominee's acceptance email due
January 31, 2020	Nominee's completed application packet due
February 28, 2020	Review Completed
March 13, 2020	Awardees selected and notified
April, 2020	Award Ceremony at Center for Teaching and Learning Annual Points Party
Fall, 2020	Awardee(s) presentation to faculty and staff

Nomination Process

Nominations must be submitted using the fillable pdf Nomination Form (Attachment B).

Courses may be nominated by a faculty, student or staff member of the UAB community, and self-nominations are accepted. In addition to the completed Nomination Form, the nominator must provide a letter of support. Both items must be emailed to UAB eLearning by end of day December 6, 2019.

Nominations will be reviewed for eligibility requirements and those meeting the requirements will be notified by December 17, 2019. The nominee must email a memo of acceptance to UAB eLearning by December 20, 2019.

Application Submission Process

Completed application packets must be emailed to UAB eLearning by end of day, January 31, 2020. The application packet must include:

By Nominator (this will already have been received and will be added to the packet):

1. Completed Nomination Form
2. Letter of support by nominator. If self-nominating, please provide background on course and testimonials if available.

By Nominee:

1. A faculty written assessment of how the course meets each of the selection criteria, as described above.
   a. Maximum of three pages, minimum one page

2. Letters from students who have taken the course, describing how the course affected their learning
   a. Maximum of three letters, minimum of one letter

3. Supporting documentation including student feedback and evaluations of the course.
   a. Maximum of ten pages, minimum of three pages

4. Completed Course Access Form (Attachment C)

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Awards Selection Committee

The Executive Director of UAB eLearning shall appoint a selection committee each year. The committee shall consist of members of the UAB eLearning Advisory Council, a representative from each UAB College/School, and the UAB eLearning Executive Director, who shall serve as committee chair.

Responsibilities of the committee chairperson:

- Appointment of committee members
- Solicit nominations
- Provide copies of application packets to the committee members for independent review and scoring
- Communicate with members of the Committee
- Hold a meeting of the selection committee to discuss application packets, scoring and determine award winners
- Notify the Provost of the award selection(s)

Responsibilities of the Committee Members:

- Members will have access to the nominated course, through Canvas
- Members will review and score the nominated course using the Application Assessment Rubric
- Members will provide written feedback on the rubric form

All communications and information provided to the selection committee shall be considered strictly confidential and cannot be shared with anyone outside of the TOC Selection Committee.

Presentation of Award

The TOC Award winner(s) course(s) will be recognized at the annual Center for Teaching and Learning Points Party which normally occurs in April of each year.

Sharing of Best Practices

The TOC Award winner(s) will share their innovative course strategies with UAB faculty and staff at a professional development activity hosted by eLearning during the Fall term.

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Provost's Awards for Transformative Online Courses

Attachment A

Application Assessment Rubric

CRITERIA	POSSIBLE POINTS	POINTS AWARDED
Course alignment with Quality Matters Standards:		
Standard 1: Course Overview & Introduction		
Standard 2: Learning Objectives (Competencies)		
Standard 3: Assessment & Measurement		
Standard 5: Course Activities & Learning Interaction		
Incorporation of strategies that support/promote faculty-student engagement.		
Incorporation of innovative teaching strategies to achieve desired student outcomes.		
Utilization of strategies to create an online interactive learning community.		
Use of evaluation data (e.g., student evaluations, student feedback, etc.) to demonstrate impact on student outcomes and its use to improve the course.		
TOTAL		

Feedback for Nominee:

Provost's Awards for Transformative Online Courses
Attachment B
NOMINATION FORM

Nominator - Please attach letter of support of nominee.

Nominator Name: _____

Nominator Email: _____Nominator work phone number: _____

Nominee Name: _____ Nominee Email Address: _____

Nominee College or School: _____

Nominee Department: _____

Course Number and Title: _____

Program in which course was offered: _____

Semesters/Years in which course has been taught: _____

Number of students typically enrolled in the course: _____

Percentage of course taught online: _____

Provost's Awards for Transformative Online Courses
Attachment C

COURSE ACCESS FORM

By signing this form, the nominee agrees to allow 'student' access to her/his course in Canvas.

Canvas Course Link: _____

Nominee Name (printed): _____

Nominee Signature: _____

Date: _____