2020 LMU OPEN / ALTERNATIVE TEXTBOOK INITIATIVE
PILOT DEPARTMENTAL GRANT PROJECT

Overview

According to the most recent data published by the LMU Office of Financial Aid,[1] an LMU undergraduate will spend an average of $1,971 on books and other supplies in the 2019-2020 academic year. This is significantly higher than the non-profit, four-year national average of $1,210.[2]

The LMU Open/Alternative Textbook Initiative empowers departments to explore innovative and less costly ways to deliver quality learning materials to their students through adoption of open educational resources, materials already licensed by the library and university, or other free digital materials available for educational use. In addition, this initiative is designed to introduce faculty to the benefits that open educational resources (OER) can bring to the teaching and learning experience beyond affordability, including materials that put greater emphasis on access, inclusion, interactivity, and student success.

Definitions

Open Educational Resources (OER)

Open Educational Resources are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.[3]

Library or other University-licensed Resources

The term "library or other university-licensed resources" refers to any digital content that the William H. Hannon Library or another unit at LMU (for example, ITS or an individual academic department) purchases or subscribes to, such as e-books, LinkedIn Learning, or MATLAB that are freely accessible for current LMU students. All eligible resources must also be licensed and accessible by multiple simultaneous users. Grant applications that propose the use of library or other university-licensed resources will save students money by making use of materials in which the university has already invested.

While licensed materials are free for the end-user, they are not open. Moreover, because each resource has its own license and terms of access established by the copyright holder, not every licensed resource will be suitable for course adoption. Librarians can help faculty determine what is permissible.

Freely Available Resources:

Many materials available on the internet for free (e.g., TedX, YouTube, museum resources, etc.) are not open by definition due to copyright or other restrictions. But so long as they are free and accessible for students, they are eligible alternatives to commercial products for the purposes of this grant.

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[1] LMU Office of Financial Aid, accessed November 26, 2019
https://financialaid.lmu.edu/generalinformation/costofattendance/undergraduatecostofattendance/
[2] College Board Annual Survey of Colleges, page accessed November 26, 2019
https://research.collegeboard.org/trends/college-pricing/figures-tables/average-estimated-undergraduate-budgets-sector-2019-20
[3] Hewlett Foundation, accessed November 26, 2019 https://hewlett.org/strategy/open-educational-resources/

OATI Departmental Grant Eligibility & Requirements
The OATI Departmental Grant, generously funded through the Office of the Provost and the William H. Hannon Library, is designed to facilitate departmental level change in the area of course material affordability and open educational resources. To meet the requirements of this grant, multiple faculty from the same academic department, with the support of their chair, will commit to identifying and evaluating existing sources and/or creating open resources that will replace existing course materials in order to significantly reduce or eliminate the cost to students.

Whole department/program initiative grants up to $10,000 – to be administered to individual faculty involved in the project at the discretion of the department/program chair – are available in this grant cycle.

View Sample application scenarios here, and/or contact Jamie Hazlitt (Jamie.hazlitt@lmu.edu) for support in developing your proposal.

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Checklist and Guidelines

All items on the checklist must be completed prior to summiting the grant proposal. It is highly recommended that applicants consult with the OATI grant coordinator (Jamie Hazlitt) before submitting the final application.

Please complete the application form. To submit your application, please contact Katie Romani, Faculty Affairs (OFD@lmu.edu) or x86553 for access to the BOX submission folder (LMU Open / Alternative Textbook Initiative Pilot Departmental Grant Project Applications 2020).

All application materials (including the one recommendation letter) must be uploaded to BOX by **5:00 PM on February 11, 2020**.

APPLICATION CHECKLIST:
Applicant: ☐ Project Narrative (one for each proposed course to convert) ☐ Course Syllabi for each proposed course to convert **Chair or Dean:** ☐ Recommendation letter. A recommendation letter from the Dean or Department Chair addressing all faculty and courses in the departmental grant application should be uploaded to BOX or emailed to OFD@lmu.edu.

ELIGIBILITY:

All undergraduate and graduate level departments and programs are eligible for grant funding. Eligible faculty include any members of the department authorized by the chair/director.

Eligible courses include:
- existing (or previously taught) courses
- a newly approved course
- a course taught by multiple instructors

CRITERIA:

The following criteria will be used in determining awards:
- Projected cost savings[4] and total impact on students, which includes cost of replaced textbook(s), number of sections, projected student enrollment, and frequency of course(s) taught).
- Type of project, which could include adopting OER or library resources, modifying, or creating alternative textbook(s)
    - Departments proposing modifying or creating their own open resources may be eligible for more funding than those proposing to adopt existing resources.
- Departmental support of grant application: a commitment from multiple faculty and the department chair to reduce the cost of the student experience for their department / program across more than one course (and/or impacting a high number of students)
- Consideration of pedagogical implications (including opportunities and challenges) for converting to free or open course materials
- The feasibility of the implementation plan and the plan's likelihood of success

The following courses and material types are ineligible for grant funding:
- Courses with existing zero-cost textbook alternatives[5] already in use by faculty; the proposal must be a new project
- Commercial e-text versions of an existing print textbook
- Textbook rentals (print or digital)

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[4] For new courses, project cost-savings by identifying standard or typical commercial resources that would be adopted/required

[5] Although this course is ineligible for the grant, the OATI team would like to add you to our list of faculty advocates for OER and/or course material affordability. Please contact Jamie Hazlitt or your librarian liaison to let us know more about this course!

REQUIREMENTS:

Grant applicants shall adhere to the following requirements:

- Commitment of multiple faculty in an academic department (with the approval of their chair) to replace required traditional text(s) for courses offered in Fall 2020 or Spring, Summer, or Fall 2021 with:
    - Adoption, adaptation, or creation of an open textbook or other open resource(s)
    - And/or assembly of freely available or library or other university-licensed resources
- Meet with OATI grant coordinator Jamie Hazlitt in Spring or Summer 2020 to discuss a project and implementation plan. (Note: Jamie is also available to discuss ideas before the application deadline in February 2020.)
- All adopted materials meet copyright requirements, are properly cited and licensed, and are accessible to all students, e.g., they are ADA compliant.
- Commitment to reporting on the experience and impact of the grant program on your department through your school/college, and through the Center for Teaching Excellence
- After the first semester in which each revised course is taught, submit a report to the OATI grant coordinator that includes:
    - Final revised syllabus
    - Final student enrollment
    - Analysis of reception of alternative text(s) by students
    - Evaluation of the experience of teaching with an alternative textbook

Available Support from Library / Instructional Technology
- Assistance searching for open educational resources and library materials
- Assistance revising or creating OER
- Support with making alternative materials available in Brightspace, LMU Build, or identifying other places to host or publish content
- Guidance with Copyright and Creative Commons licensing
- Evaluation and assessment resources

FUNDING:

- The award is up to $10,000, to be dispersed to individual faculty participants at the discretion of the department/program chair
- Eighty percent of the grant ($8,000) will be awarded through payroll in late May. The remaining 20% ($2,000) will be awarded in either early November 2020 or early May 2021, depending on timing of final report submission
- Accept award via e-mail (katie.romani@lmu.edu) by April 1, 2020 at 5pm.

Award recipients will be required to submit a final report of their grant activities with an attached updated course syllabus for each course included in the application.

2020 LMU OPEN / ALTERNATIVE TEXTBOOK INITIATIVE PILOT DEPARTMENTAL GRANT PROJECT APPLICATION TIMETABLE

February 11, 2020 **Submission Deadline**: All application materials must be uploaded to BOX by 5:00 PM.

March 15, 2020 Open / Affordable Textbook Initiative Grant award(s) announced via email from OFD@lmu.edu.

April 1, 2020 Department chair accepts award via e-mail (OFD@lmu.edu) by 5pm.

Late May 2020 Initial payment of **80%** of the grant amount is funded through payroll.

October 15, 2020 Internal Summer Grant **final report and cover sheet for each course**, signed by **Applicant and Chair** (if applicable), are due to your **Dean.** Within 10 days, the Dean's office will e-mail final report and cover sheet to the OATI grant coordinator in care of the Office of Faculty Affairs. (Note: for courses not being taught until Spring 2021, applicants may submit their final report by April 15).

Early November Final **20%** of grant funds disbursed through payroll following approval of final report by Dean and OATI coordinator.

2020 LMU OPEN / ALTERNATIVE TEXTBOOK INITIATIVE PILOT DEPARTMENTAL GRANT PROJECT APPLICATION

I.   APPLICANT INFORMATION

Name: _____

Title:

College/School:_____ Dept.:_____

Campus Building:_____ Suite/Room#:_____

E-mail Address:_____ Campus Phone: _____

II.   PROJECT NARRATIVE (SUBMIT ONE FOR EACH COURSE)
Write a narrative (2 to 3 single spaced pages) that explains the following for each course:
- Name(s)/rank of each faculty responsible for converting the course
- The course name/number/description
- The reasons for selecting this course, i.e., the projected student enrollment and frequency with which the course is taught, whether or not the course is required; other benefits that open or free licensed resources may bring to the student experience in the course
- Description of current required course materials and (if known) descriptions of open or free licensed alternatives
- Whether the intention is to focus on adopting a variety of open and licensed course materials or whether the intention is to modify or create an open educational resource (or a combination of approaches)
- Projected cost-savings for students (cost of existing course materials X number of students per section X number of sections taught each academic year)
- Resources needed to fulfill the grant requirements

III.   LETTER OF RECOMMENDATION AND SUPPORT
Department Chairs must provide a letter that expresses support for all of the applicants/courses and explains the department's commitment to reducing or eliminating course materials cost for students through OER and/or university-licensed resources. This letter should also include a proposal for how the chair will disperse the grant award to faculty involved in the project.

IV.   SYLLABI
Submit copies of syllabi for each course that will be focused on during the grant.

Contact:
Jamie Hazlitt
Librarian for Collection Development & Evaluation / OATI grant coordinator
jamie.hazlitt@lmu.edu / 310.338.6010

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FINAL REPORT COVER SHEET

> Attach a final report addressing the four points listed below. The report must be typed and no longer than two pages, using one-inch margins. Sign the cover sheet, obtain your Chair's signature, and submit the final report and cover sheet to your **Dean** by **October 15, 2020**. Within 10 days, the Dean's office will route the final report to the Open / Alternative Textbook Grant Coordinator in care of the Office of Faculty Affairs (UH 4820) for approval and signature.

1. **Name:** _____

   Department: _____

   Project Title: _____

   Completion Date: _____

2. **Please address the following in your report:**

   a. Summarize the original course, including course materials required prior to undertaking the work proposed in the OATI grant

   b. Provide a description of the work done to identify new free and/or open course materials, including opportunities and challenges faced in the process, and a summary of new course materials adopted and cost-savings for students enrolled in the course

   c. Provide a summary of faculty and student experience with the new course materials.

   d. Describe any future outcomes for the course redesign you have just completed. Do you plan to continue teaching this course with the new required free or open materials? Do you anticipate redesigning other courses to lower the cost and/or adopt open educational resources into your teaching?

   e. This grant was designed to incentivize collaboration and consideration of the cost of course materials at the department level. Please describe if or how this work had an impact on your department, in addition to your work as an individual.

3. **Approval of final research report: ***

   1. **Applicant's Signature:** _____ **Date:** _____

   2. **Chair's Signature:** _____ **Date:** _____

   3. **Dean's Signature:** _____ **Date:** _____

   4. **Open/Alternative Textbook Grant Coordinator Signature:** _____ **Date:** _____

   * If approval is denied, please attach a separate sheet and cite specific reasons for the denial.