



TO: FACULTY MEMBER
FROM: JANICE M. KINSINGER, ASSOCIATE DEAN
SUBJECT: MINI-GRANT ONLINE COURSE – ICC 0000
DATE: JANUARY 11, 2007
CC: ASSOCIATE DEAN

The instructional project proposal by **ICC Faculty** for the development of an online course, **ICC 0000 – Learning at ICC** was recommended for funding at **\$700.00** for the one credit hour course (\$700/credit hour for original online course development). The online course developed should follow the Recommended Quality Online Course Guidelines which can be found on the Instructional Innovation and Faculty Development Website under Online Learning. Once completed, the online course will be **the property of both ICC Faculty Member and Illinois Central College**.

Funding is available for a total of **\$700.00** for delivery of all content/textual materials, homework assignments, evaluation materials, and other appropriate, supplementary graphics, hyperlinks, and interactive exercises at the completion of the first semester the online course is taught.

My understanding of your proposal (as stated in the above first paragraph) and the grant requirements are listed below. Please contact me if we need to discuss any item or if you have any questions at all. If, however, you are in agreement with all the points, **please sign one copy of this document and return it to me as soon as possible to 239G. No payments can be made until a signed contract is filed in my office. Keep the other copy for your records.**

1. Proposed Timeframe: Begin work as soon as possible and finish by **January 11, 2008**.

2. Payment: **Your pay will be a maximum of \$700.00 for the completion of the fully online course.**
3. Project and completion: Notify your associate dean and Janice M. Kinsinger when your project is completed, generally the end of the first semester the online course is taught. A **Final Project Report** is to be completed and results submitted to your Associate Dean and to Janice M. Kinsinger in 239G. Refer to the final report template found under Grants/Awards at the Instructional Innovation and Faculty Development website. **Payment will be made upon completion of the project as stated in the original application. The course will be reviewed using the Recommended Quality Online Course Guidelines and as summarized in the Final Report. Address any changes from the original application in the Final Report.**
4. Dissemination of project results: We anticipate sharing information with other faculty/staff through E-News, other in-house publications, or on the Instructional Innovation and Faculty Development Website. We may also ask you to participate in a workshop or panel to share your work and results. We may also expect you to share your work with other members of your department.
5. Problems/concerns/delays: Should you encounter any unexpected problems, concerns, or delays at any time during the project please contact me at 694-5758 so that we can discuss solutions and/or alternatives.

ICC Faculty

Date

Janice M. Kinsinger, Associate

Date