CUNY Career Success Course Innovation RFP – Year Two

2019-20
Introduction

CUNY has long been an engine of career mobility for its students. However, we know from an analysis of available data and the insights of our industry partners that our students would benefit further from an intentional approach to creating strong career foundations.

The first year (2018-2019) of the CUNY Career Success Initiative provided funding and resources (the CUNY Career Success Course Innovation grants) for a variety of initiatives, among them 18 course innovation grants to faculty, to support course revision and course creation with the aim of infusing career readiness competencies, integrating industry-specific content, and/or integrating experiential learning opportunities.

Overview

The second year (2019-2020) of the CUNY Career Success Course Innovation grants will support the redesign and/or creation of credit courses, or the creation of professional development opportunities, with a focus on integrating new career readiness content and related skills development. Grants will be awarded for up to $5,000 to individual faculty or academic departments to support course redesign or development, or to directors of CUNY Centers for Teaching and Learning to support professional development for faculty members. Total amount will depend upon how funds will be used (course buy-out or otherwise). New materials and activities should prioritize at least one of the following:

- Employer or industry validated in-demand skills,
- NACE career readiness competencies,
- Applied or experiential learning activities,
- Promising practices in the integration of career awareness, exploration, and readiness in academic coursework and co-curricular experiences

Humanities and Liberal Arts faculty and academic departments are encouraged to apply.

CUNY Career Success Course Innovation Request for Proposal

CUNY will provide up to 20 grants of up to $5,000 for colleges to develop new, or update existing credit courses and up to $10,000 for professional development opportunities that will be used across multiple campuses. Proposals should be focused on:

- Industry-specific applied learning materials and activities, in partnership with employers, professional associations, or other sector representatives;
- The integration of NACE Career Readiness Competencies\(^1\) into academic coursework and assessments.
- Professional development for faculty groups, to support pedagogical approaches that support NACE career competencies; best practices for the use of case studies, problem-solving strategies,

\(^1\) NACE Career Readiness Competencies: Critical Thinking/Problem Solving; Oral/Written Communications; Teamwork/Collaboration; Digital Technology; Leadership; Professionalism/Work Ethic; Career Management, and Global/Intercultural Fluency
sets and other industry-informed course material, and/or strategies for revising existing courses to incorporate career exploration and applied learning.

Please note for those interested in course innovation related to cybersecurity or data analytics, there is a separate RFP (found here). This course innovation RFP is also overseen by CUNY Career Success Initiative, in partnership with the Business Roundtable. Interested parties may apply for and submit proposals for both RFPs.

**Guidelines for applying**

I. Individual faculty and/or groups of faculty or departments may answer this RFP

II. Multiple proposals from a single college are permitted

III. Recommended uses of funding, which will flow through the Research Foundation, include: faculty incentives (such as release time), instructional costs, equipment or materials that will directly support project-based or applied learning, course development support costs, and industry engagement activities

IV. Resulting course outlines will be shared with all CUNY colleges via CUNY’s Open Educational Resources (OER) system, in compliance with guidelines on intellectual property policy

All proposed courses must be credit-bearing and should be implemented prior to the end of 2020. Awardees should anticipate publishing course outlines and other relevant materials created through the support of this grant via the CUNY Open Education Resources system so that it can be shared among campuses. Colleges will have until December 31, 2020 to spend down the funds.

**Project deliverables must include:**

1. A new or revised course outline or syllabus
2. All accompanying materials and the semesters that the course will be offered
3. In the case of professional development projects, deliverables should include the professional development plan, how it will be implemented across multiple colleges, the target participant group, and a plan for how implementation will be measured and documented

**Selection criteria**

Priorities will be given to projects that:

- Serve 25 or more students or faculty
- Are scalable and/or replicable
- Are industry-informed or courses that are sector-specific or informed by NACE competencies
- That are high impact in other ways
- For professional development, projects that will be implemented across multiple colleges.
Additionally, course materials developed by grant recipients must be created in compliance with the Americans with Disabilities Act (ADA) and standard Web Content Accessibility Guidelines (WCAG). To support this requirement, CUNY now has an online, self-paced Accessibility Training Course in Blackboard, developed by CUNY faculty, for CUNY faculty. The course presents step-by-step instructions for making online courses and course materials accessible to all students, with tutorials for using accessibility features in Blackboard, Microsoft Office documents, PDF documents, multimedia content, and materials from publishers. All CUNY faculty and staff can access the course by logging into Blackboard and clicking on the “Accessibility Training” tab. Watch a video with instructions on how to find the course in Blackboard; also visit CUNY’s IT Accessibility page for more information and resources.

Community of Practice

CUNY will work with grantees to identify opportunities to showcase and share their work. In addition to providing funding and institutional support to innovative industry and faculty course and curriculum development, this course innovation opportunity will act as an anchor a community of practice between course innovation grantees and other grantees who are implementing innovative career success strategies across the university. This community will meet 3-4 times per year to share their innovations, best practices, and lessons learned through this collaboration. Furthermore, this community will provide a standing forum for mutual discussion and exchange of information amongst grantees regarding current trends, research findings, NACE reports and strategies, and other career success innovations. All awardees are expected to participate in these community convenings.

Application process

Interested parties should submit the accompanying online form found here. The form will include:

- Applicant/co-applicant contact information
- Name and contact information of faculty/department leadership who has reviewed and approved the proposal
- Proposal Budget
- Completed Budget Template
  - This narrative must be accompanied by a budget for up to $5,000 (for course proposals), or $10,000 (for multi-campus professional development proposals) completed in the approved template. Funds must be spent before 12/31/2020. Please use only the approved template sent with this email. If there is no template attachment, please contact zach.levek@cuny.edu.

- Course Overview
- Rationale
- Partnerships, Sustainability, and Outcomes

The deadline for submission is September 27th, 2019.

Questions deadline

Questions regarding the course innovation proposal should be emailed to Zach Levek, Sector Innovation Project Manager at zach.levek@cuny.edu.