MEMORANDUM

TO: Deans, Associate Deans, Directors, Department Heads, and Chancellors of Regional Campuses

FROM: Mary A. Sadowski, Dean
Purdue Extended Campus

DATE: January 28, 2013

SUBJECT: 2013 Awards for Excellence in Distance Learning

Please consider nominating a distance learning activity (course, seminar, or workshop) for the 2013 Purdue University Awards for Excellence in Distance Learning. Two cash awards of $1,000 are funded by the Office of the Provost, one each for a credit and a noncredit distance learning activity conducted through Purdue. These awards will recognize faculty or staff members who demonstrate excellence in distance learning projects. Additionally, they are intended to publicize and promote creative and innovative approaches to developing learning opportunities for on-campus students or that reach out to Purdue students beyond our campuses.

Please publicize to your faculty and staff the availability of these awards and encourage applications to be submitted by March 4, 2013. The Awards for Excellence in Distance Learning will be recognized at the Provost’s Faculty Awards Convocation on Thursday, April 25, 2013, at 4:30 p.m. in the Shively Club at Ross Ade Pavilion. Award winners may be invited by Purdue Extended Campus (PEC) to present a seminar on their work so that colleagues can see the exciting work performed.

If you have questions about the award or the application, please contact Lindsay Roberts at lindsayroberts@purdue.edu or (765) 494-2973.

Attachment
Purdue University
2013 Awards for Excellence in Distance Learning

Purpose: To recognize faculty or staff members who demonstrate excellence in the development or teaching of a distance learning activity (course, workshop, or seminar). These awards are intended to recognize professional accomplishment and to publicize and promote creative and effective approaches to learning that are delivered via distance learning media.

Awards: Two cash awards of $1,000 are available – one each for credit-granting and noncredit-granting learning activities conducted through Purdue University (applicable taxes will be deducted). Certificates of recognition, suitable for framing, will also be presented to the recipients. The awards will be presented at the Provost’s Faculty Awards Convocation in April.

Eligibility: The award is open to faculty and staff members (individuals or a team) at all campuses within the Purdue University system. In the event two or more individuals are nominated for an award as a team, the award will be divided equally among the recipients. At least one of the nominees for each award must be a current faculty or staff member at Purdue. The related distance learning accomplishment or activity must have been offered or conducted within the previous two years.

Definitions: A distance learning activity comprises an organized set of instructional objectives, content, and processes designed to be presented to learners who are separated (in space or time) from the instructor or from traditional on-campus classrooms. Examples of learning activities include, but are not limited to, credit courses, short courses, workshops, and seminars.

Nomination criteria: To qualify for an award for excellence in distance learning, a faculty or staff member must have developed or taught a credit or noncredit distance learning activity (or collection of activities) that clearly demonstrates each of the following:

- A well-designed approach to instruction, including elements such as needs assessment, learner analyses, instructional strategies, evidence of timely content, and appropriate use of technology
- Effective application of distance learning methods and best practices which enable student learning
- Positive impact on the clientele served, as reflected by program evaluations (formative and summative) or other documentation of appropriate measures
- All documents should be submitted electronically to Lindsay Roberts (lindsayroberts@purdue.edu). If materials must be hand delivered, send to:
  Award for Excellence in Distance Learning
c/o Lindsay Roberts
Purdue Extended Campus
Stewart Center, Room 116
128 Memorial Mall
West Lafayette, IN 47907-2034

Deadline: Applications must be received no later than Monday, March 4, 2013.
Award for Excellence in Distance Learning
Award Application

1. The distance learning activity:

Name of the distance learning course:

__________________________________________________________________________________

Type of learning activity:  □ Credit-granting  □ Noncredit-granting

Date of most recent offering: __________________________________________________________

Type of developmental effort:  □ Individual  □ Team

2. The University sponsor (college/school/department) of the activity:

Name/title of dean/head of college/school/department: ________________________________

College/school/department: _______________________________________________________________________

Address: _________________________________________________________________________________

Telephone and fax: ________________________________________________________________

E-mail: _________________________________________________________________________________

3. The director of the activity:

Name/title of director: ______________________________________________________________

Department: __________________________________________________________________________

Address: ______________________________________________________________________________

Telephone and fax: _______________________________________________________________________

E-mail: _________________________________________________________________________________

4. Other faculty/staff members involved in the activity: (if activity was a team development effort, please list all team members’ names, titles, and college/school/departmental affiliations)

Name, title, college/school/department: ________________________________________________

Name, title, college/school/department: ________________________________________________

Name, title, college/school/department: ________________________________________________

Name, title, college/school/department: ________________________________________________
5. Description of the activity:
On this page (below), please provide a 500-word (maximum) description of the learning activity. Enclose supporting materials (one or two examples) – but we encourage you to make your most persuasive case via this description. In addition to the following criteria, the judging will be based on the accuracy and completeness of the submission. Any omissions will be noted in deducted points from the corresponding category.

気軽に開発する学習活動を示す（25 points）：（1 page maximum）
- The clearly stated goal to be achieved by the educational activity
- The number of students or participants served by the educational activity
- The responsibilities of those involved in bringing the educational activity to fruition (faculty, staff, director, and/or team members)

Syllabus and instructional planning (50 points): (2 page maximum)
- Is the syllabus clear and specific?
  - Developer’s expectations for the teaching of the subject matter (course objectives)
  - Developer’s expectations for the measurement of learning (assignments)
  - Basic educational activity information – grading policies, schedule, educational activity materials
- What specific instructional design methodology or learning tools were used to develop the course?
- Course Objectives
- Learning Activities and Instructional Materials. Please provide:
  - Course objectives
  - Syllabus
  - Two or three examples of supporting materials, which may include:
    - Learning activities
    - Instructions
    - Grading, evaluation, or other criteria used

Formative and summative evaluations (25 points): (1 page maximum)
- Learner evaluations
  - Quantitative
  - Qualitative
- Self-evaluation: Answer the following questions:
  - Are there areas of improvement in the educational activity?
  - What went well? What did not go well?
  - How does the instructor or developer address problems in the educational activity and suggest changes/improvements to the activity?
  - Is the project replicable?
  - What is the value/impact of providing this course via technology?
- Three letters of recommendation. A letter from each of the following:
  - Colleague
  - Participant or student from the course
  - Department head

The judges will evaluate how well these criteria have been met by assigning points as follows:

Context for developing the activity = 25 points
Syllabus and instructional planning = 50 points
Formative and summative evaluations = 25 points
TOTAL = 100 points
Description of the learning activity (500 words maximum):

6. Certification by University sponsor (college/school/department) of the activity:
   By submitting this award application, I certify that the director (or at least one of the team members) of the learning activity is a faculty or staff member of Purdue University and was at Purdue when the activity was conducted, and that the activity supports the mission of our college/school/department.

   Signature of dean/department head: ________________________________

7. Agreement/understanding of the nominator of the activity:
   I understand that application materials cannot be returned and that the panel of judges will be selected from qualified faculty and staff, knowledgeable of instructional pedagogy and distance learning technologies. I understand that the decision of the judges is final.

   Nominator’s signature: ________________________________

   Printed name: ______________________________________________________

   College/School/Department: __________________________________________

   Address: ___________________________________________________________

   Telephone and fax: ___________________________________________________

   E-mail: ___________________________________________________________