Proposal for Web-based Teaching and Learning Technology Support Guide
Instructional Technology Coordinating Committee
April 2008

In collaboration with faculty and staff, ITCO is designing a new guide to teaching and learning technologies (TLT) to replace the “Teaching and Learning Technology Support at IPFW Overview” brochure created by the Coalition for Instructional Technology in Education in 2004. The new guide will be web-based, allowing wide access to the information and permitting frequent updates to keep the information accurate. Formatted as questions that faculty and staff most frequently ask (FAQs), and organized in categories reflecting a faculty perspective, this online guide will quickly link users to pertinent information already available on the IPFW Web site (please see attached example).

**Design and Development**
ITCO will complete content development in mid- to late May. Once the content is ready, ITCO proposes to pay a small stipend of $500 to an individual who will, at the direction of an ITCO committee member, put the web pages together in the IPFW template format and participate in several design review and user testing cycles until the web site meets the approval of ITCO. The committee believes that hiring these skills especially for this project will insure that a deadline of Monday August 18, 2008 is met.

**Distribution**
Realizing that people want and need a tangible physical reminder of where to find things on the web, and to help promote the new guide, ITCO proposes to buy and distribute a promotional product known as a Cobra Clip memo holder to every academic unit/faculty/staff member on campus. (Departments would be responsible for distributing the item to part-time faculty.)

The Cobra Clip memo holder (approx. 2" in diameter) will be imprinted with the URL of the new TLT Web site along with the IPFW logo. The table below shows a cost estimate, excluding a design fee of $50 or less.
Because of the wide variety of instructional technologies used by faculty and staff, the web site will index information useful to almost everyone. For that reason, ITCO proposes that the cobra clip be distributed with Convocation folders at the Fall 2008 ceremony. Distributing the clips in this way, rather than as a giveaway that a faculty may or may not elect to pick up, communicates institutional support of a goal of the Strategic Plan for Instructional Technology: To promote and encourage the innovative use of instructional technologies across diverse teaching and learning environments.

Additional supplies will be distributed at new faculty orientation, to departmental secretaries and local service providers, helpdesk personnel, and to departments for distribution to part-time faculty members.

**Total funding requested for this project**

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<th>Item Description</th>
<th>Quantity</th>
<th>Costs Per Unit</th>
<th>Total</th>
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<td>Cobra Clip</td>
<td>.93 cents</td>
<td>2,000</td>
<td>$1,860.00</td>
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</tbody>
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Cobra Clip

JH Specialty Inc

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Fort Wayne, IN 46825
Phone: 260.485.5264