DIGITAL FLUENCY ACCELERATOR AMBASSADORS

Expression of Interest

DIGITAL FLUENCY ACCELERATOR MICRO-CREDENTIAL

The Digital Fluency Accelerator Micro-credential is a bilingual, asynchronous designed micro-credential for postsecondary online and hybrid learners at Ontario's publicly-assisted Indigenous institutes, colleges and universities. The purpose of this micro-credential is to facilitate the acquisition of digital fluency skills required to foster learner success in online and hybrid learning environments. Learners will explore digital tools and technologies and employ the necessary sustainable and transferable skills required for effective online learning, such as, managing digital files, digital design creation, safe digital communication, and digital navigation. By the end of this micro-credential, learners will have the capacity to adopt and implement the digital fluency competencies essential for effective engagement in online and hybrid learning environments.

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OPPORTUNITY

Could the adoption of a Digital Fluency Accelerator Micro-credential program help mitigate online and hybrid learning challenges experienced by your learners? Do your learners struggle with the necessary digital fluency skills for effective online engagement? Is your institution looking for self-directed options to prepare learners for online and hybrid learning?

The eCampusOntario is accepting expressions of interest (EOI) for Digital Fluency Accelerator Ambassadors from Ontario's publicly-assisted Indigenous institutions, colleges and universities. These Ambassadors will hold positions within educational departments as faculty or academic student support staff. Indigenous and Francophone faculty and academic student support staff are strongly encouraged to participate in assisting to shape the future of digital fluency skills for all learners. This micro-credential pilot project will launch September 2023. eCampusOntario recognizes and acknowledges participation arrangements which are flexible and encourages Ambassadors who are interested in enhancing the digital fluency skills of their learners to participate.

APPLICANT RESPONSIBILITIES

Successful Digital Fluency Accelerator Ambassador applicants will be responsible for:

> Promoting the Digital Fluency Accelerator Micro-credential within their institution
> Recruiting 10 faculty who can facilitate the micro-credential with their learners
> Informing eCampusOntario on the number of learners participating in the pilot
> Encouraging program participants to collect their digital credentials upon program completion
> Providing learner support during micro-credential program facilitation
> Circulating and completing the program assessment survey; and,
> Providing eCampusOntario with a required final report on the micro-credential's effectiveness at their institution and the number of credentialed participants

This EOI is incentivized and will be awarded as per the specified application guidelines. Up to 10 Digital Fluency Accelerator Ambassadors will be selected. No more than one ambassador will be appointed within each institution.

FINANCIAL SUPPORT

Financial support for this program will be provided directly to the educational department to support promotion of this program, and their own digital transformation activities. Each Digital Fluency Accelerator Ambassador will receive an honorarium of $2,000 and an allowance of $10,000 for their educational department to support the program. Ambassador applicants are required to have the ability to enter into an MOU between eCampusOntario and their Institution, or the approval of the appropriate department head.

EOI APPLICATION GUIDELINES

Application for Ambassador Approval

The application must include:

1. **Applicant Details**
   a. Applicant's position
   b. Applicant's contact information
   c. Name of the institution
   d. Name of the educational department
   e. Name of department head
   f. Department head's contact information

2. **Applicant Profile**
   a. Explain why you are wanting to participate in this program as an Ambassador
   b. Explain why you believe digital fluency for learners is important

3. **A list of the 10 faculty willing to participate in the program, including:**
   a. Name
   b. Program
   c. Number of learner participants

4. **Ambassador Engagement**
   a. Explain how the Digital Fluency Accelerator Micro-credential will be promoted within the institution
   b. Explain how learner support will be provided to the participants
      (Example – biweekly virtual question and answer support sessions or office hours)
   c. Explain how the stipend funds will benefit the educational department

Example:

APPLICATION FOR AMBASSADOR APPROVAL	
Applicant Details	
Name of the Applicant	Carrie Maynard
Applicants Position	Health Science Librarian
Applicants Contact Information	Carrie.maynard@institution.ca
Name of the Institution	List the institution
Name of the Educational Department	Faculty of Health Sciences
Name of Department Head	Emily Sales
Department Head Contact Information	Emily.sales@institution.ca
Applicant Profile	
Explain why you want to participate in this program as an Ambassador.	
(maximum 250 wordcount)	
Explain why you believe digital fluency is important for learners.	
(maximum 250 wordcount)	

List of 10 Faculty	Program	Number of Learners
1. John Smith	Dental Hygiene	48
2. Rita Thompson	Fitness and Health Promotion	77
3. Olive Yew	Dental Assisting	110
4. Regina Phalange	Pre-Health Sciences	10
5. Burt Chow	Massage Therapy	110
6. Karan Patel	Animal Care	65
7. Anthony Ram	Paramedic	55
8. Dakota Chatto	Personal Support Worker	25
9. Nellie Cosay	Practical Nursing	25
10. John Doe	Recreation Therapy	30
Ambassador Engagement		
How will the Digital Fluency Accelerator Micro-credential be promoted within your institution?		
(maximum 250 words)		
How will learner support be provided to the participants?		
(maximum 250 words)		
How will the stipend funds benefit the educational department?		
(maximum 250 words)		

Required Final Report

For the required final report, all 10 faculty must complete the feedback survey, including the short answers.

> **All Digital Fluency Accelerator Ambassadors must submit the completed summary report no later than December 8th, 2023.**

REQUIRED FINAL REPORT				
Name of the Ambassador				
Name of the Institution				
Name of the Educational Department				
Name of Department Head				
Faculty		**Ranking**		**Credentials**
Please rate your overall experience of the Digital Fluency Accelerator Micro-credential program and identify the number of credentialed learners.	Excellent 3	Great 2	Good 1	Number of Learners
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Identify which digital fluency skill(s) demonstrated signs of improvement. Please provide examples.				
(maximum 250 words)				
Identify which digital fluency skill(s) still require improvement. Please provide examples.				
(maximum 250 words)				
Would your educational department consider adopting this micro-credential as a pre-requisite for online and hybrid learning? Please explain why or why not.				
(maximum 250 words)				

Timelines

DIGITAL FLUENCY ACCELERATOR AMBASSADOR APPLICATION, MICRO-CREDENTIAL FACILITATION AND STIPEND AWARD TIMELINE	
July 22nd	Ambassador Application Acceptance Opens
August 21st	Ambassador Application Acceptance Closes
August 22nd – 24th	Ambassador Application Approval Process
August 25th	Ambassadors Notified of Acceptance
August 29th and 31st	Ambassador Onboarding Sessions
September 18th and 20th	Ambassador Facilitation Question and Answer Session
September 25th	Ambassador to Launch Digital Fluency Accelerator Micro-credential
September 25th	eCampusOntario Ambassador Virtual Support Schedule Deployed
September 25th – December 8th	Ambassador Facilitates Digital Fluency Accelerator Micro-credential
December 8th	Ambassador Submits Summary Report on Effectiveness
December 11th -14th	Analysis of Summary Reports
December 18th	Digital Fluency Accelerator Ambassador Stipend Recipients Notified
January 12th 2024	Stipend Awarded

Evaluation Criteria

APPLICATION FOR AMBASSADOR APPROVAL RUBRIC			
	Ambassador Application Completed		
	Disqualified	Disqualified	Review for Acceptance
	Incomplete	Partially complete	Fully complete
Evaluation	Lacking wow factor. Addresses only part of the question. Details are lacking in the explanation. Too brief.	Some inclusion of wow factor. Addresses all aspects of the question. Relevant details are explained. Lacking in uniqueness.	**Star Ambassador Quality** In-depth response with inclusion of wow factor. Clearly addresses all aspects of the question in a unique and dynamic manner. Specific and relevant details are thoroughly explained.
Why Participate	0	5	10
Digital Fluency Importance	0	5	10
Micro-credential Promotion	0	5	10
Learner Support	0	5	10
Funds Benefiting the Educational Department	0	5	10
Scoring			
	Total		/50

Digital Fluency Accelerator Ambassador Eligibility

- Employed within an educational department as faculty (including contract faculty) or academic student support staff at an Ontario publicly-assisted Indigenous institution, college or university
- Approval of the appropriate department head
- EOI application meets requirements
  - No late applications will be accepted
  - EOI application must be submitted online only
  - EOI application must be submitted fully complete
- Commitment to complete the required final report

Technical Requirements

As a Digital Fluency Accelerator Ambassador, you must ensure that all participating parties have reliable access to:

- A stable internet connection
- Email
- The institution's learning management system (LMS)
  - Alternatively, Contact North may grant learner enrollment within their LMS (Moodle)

Participation

As a Digital Fluency Accelerator Ambassador, you will:

- Agree to the applicants responsibilities
- Follow the application guidelines and submit a complete EOI application
- Agree to the required final report
- Agree to the expectations set forth in the timeline
- Meet the eligibility criteria
- Meet the technical requirements for participation
- Provide consent through an eCampusOntario provided media release to be profiled as a Digital Fluency Accelerator Ambassador on the eCampusOntario website/social media channels

Expression of Interest Instructions

> **Submit an expression of interest application no later than**
> **11:59pm on August 21, 2023.**
> **Successful Ambassadors will be notified by August 25, 2023.**

Equity, Decolonization, Diversity, and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity, and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation, and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the Digital Fluency Accelerator Ambassador acquisition process. If you require any accommodations at any point during the Digital Fluency Accelerator Ambassador acquisition process, please contact digital@ecampusontario.ca.

EOI APPLICATION TEMPLATES

Digital Fluency Accelerator Ambassador Application

DIGITAL FLUENCY ACCELERATOR AMBASSADOR EOI APPLICATION		
Applicant Details		
Name of the Applicant		
Applicants Position		
Applicants Contact Information		
Name of the Institution		
Name of the Educational Department		
Name of Department Head		
Department Head Contact Information		
Applicant Profile		
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(maximum 250 words)		
Explain why you believe digital fluency is important for learners.		
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(maximum 250 words)		

eCampus Ontario

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