



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**E-Mail**

**Time Sensitive – Please Respond before February 15, 2002**

**MEMORANDUM**

**TO:** Presidents  
Instructional Administrators  
Distance Learning Administrators

**FROM:** Delores A. Parker, Vice President  
Academic and Student Services

**DATE:** February 1, 2002

**SUBJECT:** **Availability of Funds for Online Learning Course**

I am pleased to announce that \$25,000 in professional development funding is available for delivery of the newly released *Principles and Techniques of Online Instruction* course. These funds can be used for instructional costs and financial assistance to qualified faculty members upon course completion.

Attached is a background paper on this grant and the *Request for Proposals* information. We will provide funds for 10 colleges. Each college will receive \$2,500 to provide the training. This course is now online and can be previewed.

The RFP is being kept to a minimum and we would request that submissions be a maximum of two or three pages.

The deadline for applications to be received is **Friday, February 15, 2002**. Please contact Bob Allen or Ken Farmer if you have any questions or concerns.

DAP/KF/jch

Attachment

CC02-021

# The Division of Academic and Student Services

## PTOI Professional Development/Distance Learning Technology Grants-RFP

### *Introduction*

The Division of Academic and Student Services is pleased to announce the availability of grants for colleges willing to pilot the new Principles and Techniques of Online Instruction (PTOI) course. This is an online course in Blackboard composed of 6 modules and 35 subfolders covering all aspects of online learning. The 6 modules for PTOI are:

Module 1	Foundations of Online Learning
Module 2	Course Administration in the Online Environment
<b>Module 3</b>	<b>Assignments and Assessments in the Online Classroom</b>
Module 4	Designing Curriculum Materials for the Online Classroom
Module 5	Using Virtual Learning Community Materials
<b>Module 6</b>	<b>Advanced Topics in Online Instruction</b>

To preview the course, visit

[http://bb.ncccs.cc.nc.us:1677/bin/common/course.pl?course\\_id= 928\\_1&frame=top](http://bb.ncccs.cc.nc.us:1677/bin/common/course.pl?course_id= 928_1&frame=top) and then click "Preview."

### *Funding*

Each selected college will receive \$2,500 to offer a portion of the PTOI course to 10-20 instructors. Of the \$2,500, a minimum of \$750 must be used for instructional costs for the instructor leading the course online. A minimum of \$1,500 should equally divided for financial assistance to qualified faculty members enrolling in the online course and will be awarded as part of their monthly pay upon course completion. All financial assistance is subject to appropriate taxes, including retirement. The remaining \$250 can be used for additional instructional costs, financial assistance or other current operating costs directly related to this project. The goal is to fund ten to twelve colleges.

### *Course Specifications*

The pilot will consist of the online equivalent of 30 hours of contact in a non-credit course. The course is offered online to curriculum and non-curriculum faculty and requires a Blackboard server. Each student will need access to the central PTOI course and an individual course site in which to complete assignments.

Participating colleges will select a minimum of 12 of the 35 folders from the PTOI course. This will give each participating college some flexibility regarding which portions of the curriculum they will choose to emphasize. The course will then be offered online and concluded by *May 15, 2002*. Participating instructors may come from the offering college or any other college in the NCCCS.

The course teaches use of Blackboard through practice, but not through direct instruction. As such, participating colleges may need to offer a short, optional face-to-face orientation in Blackboard use prior to the beginning of the course. This course is designed to only be an introduction to online teaching. Faculty should also take additional courses and programs.

Because colleges can select the portion of the full PTOI course which they choose to pilot, there is some flexibility in the target audience, but the course is designed for instructors who are new or recent entrants to online teaching.

**To apply, return the RFP to Delores A. Parker, Vice President of Academic and Student Services for the NCCCS, by Monday, February 15, 2002. Send the RFP via email attachment to [parkerd@ncccs.cc.nc.us](mailto:parkerd@ncccs.cc.nc.us) or via fax to (919) 733-0680. Colleges receiving the grant will be notified by Monday, February 20, 2002. For additional information, please contact Bob Allen, Director of Professional Development or Ken Farmer, Director of Distance Learning at (919) 733-7051.**

The RFP should include:

- a short resume of the proposed instructor, emphasizing online teaching experience and knowledge
- a description of how the college would go about implementing and supporting the PTOI course
- a description of the potential audience for the course and its need
- a copy of this contract, signed by the college president or his/her designee

If selected, \_\_\_\_\_ Community College agrees that:

- We will pilot an online course consisting of at least 12 of the 35 folders of the Principles and Techniques of Online Instruction course to end no later than May 15, 2002.
- We will offer this course to a minimum of 10 and no more than 20 instructors from NCCCS colleges, awarding financial assistance not to exceed \$1,500 among instructors upon completion of the course. All financial assistance is subject to appropriate taxes, including retirement.
- We will provide an experienced online instructor for this course to be paid a minimum of \$750.
- We have a functional Blackboard server running version 5 or higher on which to host this course.
- We will provide preliminary training in Blackboard to participants if needed.
- Participants and instructors will return evaluations of the PTOI course upon completion.

\_\_\_\_\_  
Signature of President or Designee

\_\_\_\_\_  
Date