



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

**February 13, 2002**

**RESPONSE DEADLINE: March 22, 2002**

**MEMORANDUM**

**TO:** Community College Presidents  
Chief Academic Officers

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

**SUBJECT:** Request for Proposal  
Curriculum Improvement Project Grants 2002-2004

State Board Reserve Funds have been requested to fund Curriculum Improvement Project (CIP) grants. Each project will be two years in length, but will only be funded on an annual basis. The allocation of these funds for the fiscal year beginning July 1, 2002, is contingent upon the availability of funds. One project will be funded from the Category I area and one project will be funded from the Category II areas (see Attachment A in the Request for Proposals).

The CIP grants provide an excellent opportunity for community college instructors to receive outstanding professional development training and develop/revise curriculum instructional materials. Each college is encouraged to apply for these grants. The Request for Proposal (RFP), appropriate attachments, and background information can be found on the System Office web site at:

**<http://www.ncccs.cc.nc.us/Programs/index.html>** or  
**[http://www.ncccs.cc.nc.us/Programs/cip\\_rfp\\_2002\\_2004.htm](http://www.ncccs.cc.nc.us/Programs/cip_rfp_2002_2004.htm)**

Print the RFPs from the files that are in Word (\*.doc) or portable document file (\*.pdf) formats. The RFP provides the details for submitting a proposal. The submission date is **Friday, March 22, 2002**. Upon selection as a resource college, a CIP agreement will be sent to the receiving college. Plans call for taking recommended proposals to the State Board for "Action" in May 2002.

If you have questions, please call Eldon Meacham at 919-733-7051, extension 421 or send an e-mail message to [meachame@ncccs.cc.nc.us](mailto:meachame@ncccs.cc.nc.us).

DAP/CEM

Enclosures

c: Mr. Mike Pittman  
Mr. Eldon Meacham

CC02-030  
E-mail Copy

MAILING ADDRESS: 5020 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5020

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

AN EQUAL OPPORTUNITY EMPLOYER

## Curriculum Improvement Projects 1985-2002

<b>Years</b>	<b>Target Area</b>	<b>College</b>	<b>Director(s)</b>
85-87	Criminal Justice	Western Piedmont CC	Richard Lumb
	Electronics	Guilford Technical CC	Paula Garber
85-88 (funded for 3 years)	Automotive	Central Piedmont CC	Lewis McCaw Ira McCain
	Commercial Art & Graphic Design	Randolph CC	Henry Harsh
87-89	Air Conditioning, Heating & Refrigeration	Fayetteville Technical CC	John Duncan
	Diesel	Forsyth Technical CC	George Kahl, Jr.
88-90	Horticulture	Sandhills CC	Dee Johnson
	Radiologic Technology	Carteret CC	Larry Miller
89-91	Drafting	Beaufort County CC	Jimmy Page
	Machine Metal Working	Pitt CC	Gene Hemby
90-92	Electrical Installation & Maintenance	Mayland CC	Jim Stapleton
	Technical Writing	Central Carolina CC	Sharon Morrissey
91-93	Automotive Servicing	Central Piedmont CC	Steve Gentry
	Early Childhood	Wilkes CC	Donalee Davis
	Industrial Maintenance	Pitt CC	Jack Robinson
92-94	Business Management	Craven CC	Wesley Beddard
	Electronics	Wake Technical CC	Eldon Meacham

## Curriculum Improvement Projects 1985-2002

Years	Target Area	College	Director(s)
	Math	Rowan- Cabarrus CC	Tom Williams
93-95	Biology	Pitt CC	Judith Kasperek
	Mechanical Engineering Tech and Manufacturing Engineering Tech	Haywood CC	Don Barnette Bob Kain
	Nursing	Davidson County CC	Teressa Banks
	Physics	Sandhills CC	Richard Swanson
	Welding	Bladen CC	Edward Dent
94-96	Civil Engineering and Surveying Technology	Wake Technical CC	Eldon Meacham
	Computer Technologies	Craven CC	Bob Husson
	Developmental Studies	Central Carolina CC	Marcia Bellamy
	Distance Education	Fayetteville Technical CC	Jim Black
95-97	Air Conditioning, Heating and Refrigeration	Rockingham CC	Vernon Daugherty
	Commercial Art	Lenoir CC	Dwight Downie Kelly Statum
	Health Information Technology	Davidson County CC	Teressa Banks Mary Wilson Jeannine Woody
	Machining	Pitt CC	Gene Hemby
	Social Services/Human Services Technology	Sandhills CC	Wayne Adams

## Curriculum Improvement Projects 1985-2002

Years	Target Area	College	Director(s)
96-98	Architectural Technology	Wake Technical CC	Brian Matthews
	Emergency Medical Science	A-B Technical CC	Ned Fowler
97-99	Heavy Equipment and Transport Technology	Beaufort County CC	Jimmy Page
	Office Systems Technology	Guilford Technical CC	Jane Pendry
	Psychology/Sociology	Sandhills CC	Wayne Adams
98-00	Agribusiness Technology	Wayne CC	Michelle Turnage
	Paralegal Technology	Durham Technical CC	Kenneth Hill Cami Kinahan
2000-2002	Accounting Technology	Central Carolina CC	Norma Montague
	Industrial Systems Technology	Guilford Technical CC	Vernon Daugherty

NORTH CAROLINA  
WAKE COUNTY

FOR INFORMATION ONLY

A G R E E M E N T

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2002 by and between the North Carolina State Board of Community Colleges, Raleigh, North Carolina, (hereinafter referred to as the AState Agency@) and \_\_\_\_\_ Community College (hereinafter referred to as the AContracting Agency@) is for the support of this project entitled \_\_\_\_\_.

Witnesseth

- I. The State Agency hereby agrees:
  - A. To provide funds to support such activities as are herein listed and referred to in the attached ACurriculum Improvement Project Application @ which becomes part of this AGREEMENT by reference. Funds to be paid will be in an amount not to exceed \$ \_\_\_\_\_ for Fiscal Year 2002-2004. The continuation of funding for the second year of the project is based upon the availability of funds and a favorable review and evaluation by the State Agency of the first year of the project.
  - B. To provide such regular consultative/monitoring services as are necessary to accomplish the purpose of the AGREEMENT.
- II. The Contracting Agency hereby agrees:
  - A. To accomplish the objectives of the project as delineated in the Curriculum Improvement Project Grant Proposal.
  - B. To not hire, employ, or contract with any person currently employed by the North Carolina State Board of Community Colleges to furnish any material or perform any service on this contract without first assuring that such person has complied with applicable laws of the State of North Carolina and regulations of the State Personnel Commission relating to dual or secondary employment by State employees. In the event the contractor hires, employs, or contracts with any employee of the North Carolina Community College System, such contracts shall be immediately reported to the Vice President of Business and Finance.

- C. To hire or assign a director for this project whose primary responsibility shall be the implementation and operation of this project as specified in the project application.
- D. To establish a project management advisory committee which shall meet at least quarterly for the purpose of reviewing the progress of the project and making recommendations.
- E. To establish a State-Level Advisory Committee.
- F. To comply with quarterly and annual report requirements and other reasonable requests of the North Carolina Community College System office.
- G. To provide one camera- ready copy of each set of curriculum or instructional material developed by the project to the North Carolina Community College System office.
- H. To make available, upon reasonable request and prior notice, the project director for workshops, conferences, institutes, and association meetings planned and sponsored by groups within or related to the North Carolina Community College System during and after the project terminates.
- I. To provide evaluative information to the North Carolina Community College System office **one year after the conclusion of this project** as a final assessment of major project objectives.

III. The State Agency and Contracting Agency hereby mutually agree:

- A. To achieve the objectives of this project and disseminate the results of the project to the fullest extent possible as a joint endeavor.
- B. To amend this AGREEMENT during the project period as needed with the prior approval of each party of the agreement.

IV. Term of AGREEMENT:

This AGREEMENT is entered into on the aforementioned date and is effective from July 1, 2002, through June 30, 2003, subject to the availability of funds.

IN WITNESSETH WHEREOF, the parties hereto have executed this AGREEMENT in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

Attestation

For the Contracting Agency

For the State Agency

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Project Director

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Charles E. Meacham, CIP Manager  
Program Services  
N.C. Community College System

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Administrative Representative

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Delores A. Parker, Vice President  
Academic and Student Services  
N.C. Community College System

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President

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Kenon D. Briggs, Vice President  
Business and Finance  
N.C. Community College System

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H. Martin Lancaster, President  
N.C. Community College System

**CURRICULUM IMPROVEMENT PROJECT  
GRANTS**

**2002-2004**

**TARGETED AREAS**

**CATEGORY I**

**A CIP Project will be funded which includes all six of the curriculum areas that have been included in the Information/Computer Technologies area below:**

**Information/Computer Technologies**

- (58) Information Systems Technology
- (31) Internet Technology
- ( 6) Networking Technology
- (37) Computer Programming
- (19) Computer Engineering Technology
- ( 4) Telecommunications and Networking Engineering Technology

**CATEGORY II**

**A CIP Project will be funded from the curriculum areas that are identified below:**

**Business Technologies**

- (16) Hotel and Restaurant Management in combination with Culinary Technology

**Construction Technologies**

- (47) Electrical/Electronics Technology

**Engineering and Industrial Technologies**

- (40) Electronics-Related Technologies
- (21) Mechanical Engineering Technology
- (21) Manufacturing Engineering Technology in combination with
- (21) Manufacturing Technology

**Drafting Area**

- (30) Mechanical Engineering Technology/Drafting and Design in combination with
- (30) Mechanical Drafting Technology

**Health Sciences**

- (50) Associate Degree Nursing
- (13) Respiratory Therapy

(14) Surgical Technology

**Public Service Technologies**

- (38) Cosmetology
- (51) Criminal Justice Technology
- (16) Culinary Technology in combination with Hotel and Restaurant Management
- (58) Early Childhood Education

**General Education**

- (57) Chemistry

**Transportation Systems Technology**

- (43) Automotive Systems Technology
- (28) Autobody Repair

\* - Number of colleges approved to offer programs in the targeted areas.

**CURRICULUM IMPROVEMENT PROJECT  
GRANT PROPOSAL  
2002-2004**

**CERTIFICATION PAGE**

College \_\_\_\_\_ Date \_\_\_\_\_

Project Title \_\_\_\_\_

Contact Person for the Proposal \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

Internet E-mail Address \_\_\_\_\_ Fax \_\_\_\_\_

**Institutional Certification:**

\_\_\_\_\_ agrees to serve as the  
(Community College Name)

resource college for the \_\_\_\_\_  
(Project Title)

Curriculum Improvement Project. We have read and understand the requirements contained in the grant's request for proposal and hereby make application for the funds. The proposal stresses the professional development of instructors and establishes a State-level Advisory Committee of appropriate industry representatives which will provide guidance to the project. The project will be managed by a full-time project director. The college will prepare post-project evaluation materials. Furthermore, all expenditures will be in compliance with the grant requirements.

\_\_\_\_\_  
Chief Academic Officer's Name (please print or type)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
College President's Name (please print or type)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachment C

**CURRICULUM IMPROVEMENT PROJECT  
GRANT  
2002-2004  
PROPOSED BUDGET**

Resource College: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

Line Item	Description	Projected Expenditures 2002-2003 *	Projected Expenditures 2003-2004 *
	<i>Administrative Costs</i>		
1.	Salaries & Benefits		
1-a.	Salaries-Administration		
1-b.	Salaries-Support Services		
1-c.	Retirement Contributions		
1-d.	Social Security Contributions		
1-e.	Longevity Contributions		
1-f.	Hospitalization Contributions		
2.	Transportation		
2-a.	In-State		
2-b.	Out-of-State		
3.	Subsistence		
3-a.	In-State		
3-b.	Out-of-State		
4.	Other Expenses-Employee Education		
5.	Supplies and Materials		
6.	Postage		
	<i>Curriculum/Materials Development</i>		
7.	Contractual Services		
8.	Consultants		
8-a.	Transportation		
8-b.	Subsistence		
	<i>Faculty Inservice Training</i>		
9.	Contractual Services		
10.	Participants		
10-a.	Transportation		
10-b.	Subsistence		
11.	Workshop Expenses		
12.**	Supplies and Materials		
13.**	Printing		
	<i>Other Costs</i>		
14.	Equipment		
14-a.	Purchase/Lease		
14-b.	Repairs		
15.	Other Expenses (Specify)		
	Total		

\* - Colleges may add columns to show institutional support for any line items.

\*\* - Items # 12 and 13 may be used for Curriculum/Materials Development or Faculty Inservice Training.

Attachment D  
**CURRICULUM IMPROVEMENT PROJECT  
 GRANT  
 2002-2004**

**PROPOSAL REVIEW**

Community College Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Reviewer's Name \_\_\_\_\_

The evaluation criteria listed below are to be used in evaluating the Curriculum Improvement Project proposals. Space is provided for recommendations and/or comments. Please use the following rating scale and circle the number corresponding to your rating beside each item:

- 1- Not present in proposal
- 2 - Weak in concept, presentation, and/or planning
- 3 - Average in concept, presentation, and/or planning
- 4 - Above average in concept, presentation, and/or planning
- 5 - Outstanding in concept, well presented, and shows extensive planning

***Part I: Identification of Need/Emerging Issues (20%)***

<u>Item #</u>	<u>Weight</u>	<u>Criteria</u>	<u>Rank</u>
1	5.00%	Clear explanation of significant changes that are occurring in the curriculum area(s).	1 2 3 4 5
2	5.00%	Emerging issues which will have an impact on the curriculum area(s) are identified and documented. These might include job market developments, advances in technology, new teaching and delivery methods, sociological or economic changes, changes in enrollment patterns, and/or implementation of state or national educational initiatives.	1 2 3 4 5
3	10.00%	The stated mission for the project is clear.	1 2 3 4 5

Comments:

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**Part II: Project Design and Implementation (25%)**

<b><u>Item #</u></b>	<b><u>Weight</u></b>	<b><u>Criteria</u></b>	<b><u>Rank</u></b>
4	5.00%	Based on the issues and needs identified in Section I, the implementation plan details comprehensive and realistic time tables which are achievable within a two-year project.	1 2 3 4 5
5	5.00%	The implementation plan is structured to allow faculty from other colleges to participate in refining the project design, goals, and activities.	1 2 3 4 5
6	5.00%	Appropriate faculty development activities are planned to provide training and upgrading opportunities in curriculum content, instructional methodologies, and technology integration. Plans to include the involvement of the college's own faculty in project activities are outlined.	1 2 3 4 5
7	5.00%	Plans for revision and/or development of curriculum materials or standards are well-conceived and are related to the needs and issues identified in Section I. These activities involve faculty from other colleges approved to offer the target area.	1 2 3 4 5
8	5.00%	The project design includes strategies for exploring the development of partnerships with appropriate agencies and employers, including the incorporation of College Tech Prep goals and/or a plan to articulate vocational courses.	1 2 3 4 5

Comments:

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**Part III: Outcomes/Project Evaluation (30%)**

<u>Item #</u>	<u>Weight</u>	<u>Criteria</u>	<u>Rank</u>
9	10.00%	Based on the project design, measurable anticipated outcomes of this project are included. Projected outcomes include activities and products such as faculty training workshops, curriculum materials development, and involvement of faculty from across the state.	1 2 3 4 5
10	5.00%	Benefits to community college faculty who teach in the identified curriculum area(s) are clearly stated.	1 2 3 4 5
11	10.00%	Narrative includes projected long-term benefits of the project to the community college system in the following areas: curriculum design and classroom instruction, business and industry needs, student retention, graduation and job placement, articulation, and College Tech Prep.	1 2 3 4 5
12	5.00%	Evaluation method(s) for project activities and outcomes is detailed.	1 2 3 4 5

Comments:

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**Part IV: Leadership, Capacity, and Commitment (15%)**

<b><u>Item #</u></b>	<b><u>Weight</u></b>	<b><u>Criteria</u></b>	<b><u>Rank</u></b>
13	5.00%	Evidence provided to show the college has the capacity and commitment to launch and manage this two-year statewide project, including administrative support, oversight, and supervision.	1 2 3 4 5
14	5.00%	Evidence provided to show the college has implemented innovative strategies to enhance instruction and learning in the targeted area(s).	1 2 3 4 5
15	5.00%	The proposed project director's vita/resume is attached which verifies the proposed director's knowledge of the subject area and potential to lead a statewide project.  <i>or</i> If the proposed director has not been identified, a detailed description of the required qualifications for the director is included.	1 2 3 4 5

Comments:

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## 2002 - 2004 CIP RFP SCORING FORM

Submitting College: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Code: \_\_\_\_\_

RFP Sections	Item Num	Reviewer A (A)	Reviewer B (B)	Reviewer C (C)	Group Review (G)	$\frac{A+B+C+G}{4}$	Factor	Average Rating		Max Rating	
<b>Part I</b>											
	1						x 1			5	
	2						x 1			5	
	3						x 2			10	
								sub-total		<b>20</b>	
<b>Part II</b>											
	4						x 1			5	
	5						x 1			5	
	6						x 1			5	
	7						x 1			5	
	8						x 1			5	
								sub-total		<b>25</b>	
<b>Part III</b>											
	9						x 2			10	
	10						x 1			5	
	11						x 2			10	
	12						x 1			5	
								sub-total		<b>30</b>	
<b>Part IV</b>											
	13						x 1			5	
	14						x 1			5	
	15						x 1			5	
								sub-total		<b>15</b>	
<b>Part V</b>											
	16						/2			2.5	
	17						/2			2.5	
	18						/2			2.5	
	19						/2			2.5	
								sub-total		<b>10</b>	
								<b>TOTAL</b>		<b>100</b>	

## Curriculum Improvement Projects 1987-2002

Years	Target Area	College	Total Budget Amount
87-88	Automotive	Central Piedmont CC	26,500
	Commercial Art & Graphic Design	Randolph CC	35,900
	Air Conditioning, Heating & Refrigeration	Fayetteville Technical CC	67,000
	Diesel	Forsyth Technical CC	<u>65,000</u>
			<b>194,400</b>
88-89	Air Conditioning, Heating & Refrigeration	Fayetteville Technical CC	75,000
	Diesel	Forsyth Technical CC	70,000
	Horticulture	Sandhills CC	54,165
	Radiologic Technology	Carteret CC	<u>63,050</u>
			<b>262,215</b>
89-90	Horticulture	Sandhills CC	54,165
	Radiologic Technology	Carteret CC	63,050
	Drafting	Beaufort County CC	75,000
	Machine Metal Working	Pitt CC	<u>75,000</u>
			<b>267,215</b>
90-91	Drafting	Beaufort County CC	75,000
	Machine Metal Working	Pitt CC	75,000
	Electrical Installation & Maintenance	Mayland CC	67,000

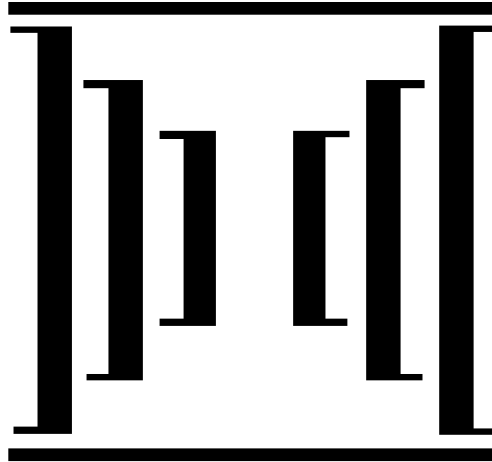
<b>Years</b>	<b>Target Area</b>	<b>College</b>	<b>Total Budget Amount</b>
	Technical Writing	Central Carolina CC	<u>75,000</u>
			<b>292,000</b>
91-92	Electrical Installation & Maintenance	Mayland CC	75,000
	Technical Writing	Central Carolina CC	75,000
	Automotive Servicing	Central Piedmont CC	90,000
	Early Childhood	Wilkes CC	82,500
	Industrial Maintenance	Pitt CC	<u>82,500</u>
			<b>405,000</b>
92-93	Automotive Servicing	Central Piedmont CC	93,281
	Early Childhood	Wilkes CC	82,500
	Industrial Maintenance	Pitt CC	82,500
	Business Management	Craven CC	90,000
	Electronics	Wake Technical CC	85,000
	Math	Rowan-Cabarrus CC	<u>75,000</u>
			<b>508,281</b>
93-94	Business Management	Craven CC	93,149
	Electronics	Wake Technical CC	90,000
	Math	Rowan-Cabarrus CC	75,000
	Biology	Pitt CC	93,825
	Mechanical Engineering Tech and Manufacturing Engineering Tech	Haywood CC	72,500
	Nursing		

<b>Years</b>	<b>Target Area</b>	<b>College</b>	<b>Total Budget Amount</b>
	Physics	Davidson County CC	101,000
	Welding	Sandhills CC	90,000
		Bladen CC	<u>87,500</u>
			<b>702,974</b>
94-95	Nursing	Davidson County CC	102,000
	Physics	Sandhills CC	102,000
	Welding	Bladen CC	99,000
	Civil Engineering and Surveying Technologies	Wake Technical CC	88,000
	Computer Technologies	Craven CC	102,000
	Developmental Studies *	Central Carolina CC	* 102,000 (state)
	Distance Education *	Fayetteville Tech CC	* <u>102,000</u> (state)
			<b>697,000</b>
95-96	Civil Engineering and Surveying Technologies	Wake Technical CC	82,000
	Computer Technologies	Craven CC	104,000
	Air Conditioning, Heating and Refrigeration	Rockingham CC	99,000
	Commercial Art	Lenoir CC	90,000
	Health Information Technology	Davidson County CC	88,000
	Machining	Pitt CC	99,000
	Social Services/Human Services Technology	Sandhills CC	94,000

<b>Years</b>	<b>Target Area</b>	<b>College</b>	<b>Total Budget Amount</b>
	Developmental Studies *	Central Carolina CC	* 102,000 (state)
	Distance Education *	Fayetteville Tech CC	* <u>102,000</u> (state)
			<b>860,000</b>
96-97	Air Conditioning, Heating and Refrigeration	Rockingham CC	101,486
	Commercial Art	Lenoir CC	92259
	Health Information Technology	Davidson County CC	90,210
	Machining	Pitt CC	98,411
	Social Services/Human Services Technology	Sandhills CC	92,259
	Architectural Technology	Wake Technical CC	90,210
	Emergency Medical Science	A-B Technical CC	<u>90,210</u>
			<b>655,045</b>
97-98	Architectural Technology	Wake Technical CC	90,500
	Emergency Medical Science	A-B Technical CC	90,500
	Heavy Equipment and Transport Technology	Beaufort County CC	90,500
	Office Systems Technology	Guilford Technical CC	104,500
	Psychology/Sociology	Sandhills CC	<u>104,500</u>
			<b>480,500</b>
98-99	Heavy Equipment and Transport Technology	Beaufort County CC	90,500
	Office Systems Technology	Guilford Technical CC	104,500
	Psychology/Sociology	Sandhills CC	104,500

<b>Years</b>	<b>Target Area</b>	<b>College</b>	<b>Total Budget Amount</b>
	Agribusiness Technology	Wayne CC	89,500
	Paralegal Technology	Durham Technical CC	<u>91,500</u>
			<b>480,500</b>
99-00	Agribusiness Technology	Wayne CC	89,500
	Paralegal Technology	Durham Technical CC	<u>91,500</u>
			<b>181,000</b>
00-01	Accounting Technology	Central Carolina CC	125,000
	Industrial Maintenance Technology	Guilford Technical CC	<u>120,000</u>
			<b>245,000</b>
01-02	Accounting Technology	Central Carolina CC	125,000
	Industrial Systems Technology	Guilford Technical CC	<u>120,000</u>
			<b>245,000</b>

# North Carolina Community College System



**STATE BOARD RESERVE FUND**

**REQUEST FOR PROPOSAL**

**FOR**

**CURRICULUM IMPROVEMENT PROJECT**

**GRANTS**

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**2002 - 2004**

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*Proposal Submission Due Date*

*Friday, March 22, 2002*

Issued by

North Carolina Community College System, H. Martin Lancaster, President  
State Board of Community Colleges, James J. Woody, Jr., Chairman

The North Carolina Community College System does not discriminate in their employment practices and offer all programs, activities, and services without regard to race, color, gender, disability, religion, age, political affiliation, or national origin.



# **CURRICULUM IMPROVEMENT PROJECT GRANT 2002 - 2004**

*Proposal Submission Due Date  
Friday, March 22, 2002*

## **INTRODUCTION**

The Curriculum Improvement Project (CIP) grant opportunity is made possible with North Carolina State Board of Community Colleges Reserve Funds which have been approved to fund the CIP projects. Each project will be two years in length, but will only be funded on an annual basis. The allocation of these funds for the fiscal year beginning July 1, 2002, is contingent upon the availability of funds. The grants are administered by the North Carolina Community College System, Academic and Student Services Division.

Curriculum Improvement Projects were developed as a means of providing funding for system-wide projects in curriculum or instructional areas which are experiencing significant changes, such as job market developments, advances in technology, new teaching and delivery methods, and implementation of state or national educational initiatives. The projects are based on the belief that the classroom instructor is the critical factor in educational quality.

Professional development activities form the foundation for curriculum development and upgrading. Each project is required to provide professional development for instructors in content, methodology, and technology training. The two-year project should result in innovative instructional strategies which have a long-term, systemic impact in the targeted area.

Each Curriculum Improvement Project is designed around a basic framework:

- a. the project is two years in length,
- b. is based at a resource college,
- c. has a full-time director, and
- d. involves faculty from all other colleges offering the targeted area in achieving project objectives.

A management team oversees the activities and budget for each project. The team includes the project director, a college instructional administrator, and the state-level educational consultant for the targeted area.

## CURRICULUM IMPROVEMENT PROJECT STANDARDS

Each CIP **must** address the listed standards which have made the previous CIP projects very successful. The standards are:

- a. ***Professional development activities*** for technical or academic faculty working with technical students. Professional development activities must include inservice training for faculty in curriculums where emerging technologies have brought about changes in curriculum content. The activities also include the integration of technical and academic curricula, with emphasis on the training of minority faculty.
- b. ***Development, dissemination, and field testing of curricula***, especially curricula that integrate technical and academic methodologies, and curricula that provide a coherent sequence of courses through which occupational and academic skills may be measured.
- c. ***Assessment of programs***, including the development of industry-driven performance standards and measures and program improvement and accountability.

The programs and activities designed to meet these standards should include the promotion of partnerships among business, education (including educational agencies), industry, labor, community-based organizations, or governmental agencies; the support for College Tech Prep education; the support of technical student and/or faculty organizations, especially with respect to efforts to increase minority participation in such organizations; leadership and instructional programs in technology education; and data collection.

Colleges are requested to submit proposals that provide statewide leadership in enriching and upgrading critical need curricula in the North Carolina Community College System. **Attachment A** shows the targeted curriculum and instructional areas for the 2002-2004 grant cycle. ***Any grant proposal for 2002-2004 must address one of the academic areas listed on the attachment.***

## BUDGET PLANNING GUIDELINES

The following budget planning guidelines must be used to determine the **maximum** budgets for the CIP Grants in **2002-2004**. The State Board of Community Colleges may make budget adjustments subject to the availability of funds to be awarded. Expenditures of these funds must be used only to support approved project objectives and outcomes.

NOTE: Budgets submitted with the proposal that exceed the budget planning guidelines below may make the proposal **ineligible** for a review.

NOTE: The project will be funded each year at the same level if state funds permit and the first year of the project has been successful. A Request for Second Year Funding will be submitted at the appropriate time as directed by the System Office CIP Manager.

The budget allocated with each CIP selection is based on the number of colleges offering programs in the targeted area. The chart below shows the award amounts. Refer to Attachment A for the number of colleges eligible to participate in the proposed project.

# Colleges	\$ Award	# Colleges	\$ Award
< 13	\$105,000	32-40	\$120,000
14-22	\$110,000	41-49	\$125,000
23-31	\$115,000	50-58	\$130,000

### Budget Constraints

- a. Administrative Costs: The budget may include part or all of the salary and benefits of a project director and part (one-half time) of the salary and benefits of an administrative assistant. Or, the budget may be used for the salary and benefits of a substitute instructor to release college personnel to direct this project.
- b. A minimum of **30 percent** (30%) of the total budget each year must be allocated for items of direct benefit to participating colleges (See Proposed Budget Form, line items 7-13, Curriculum/ Materials Development and/or Faculty Inservice Training).
- c. Faculty Inservice Training: The budget must include travel and subsistence for at least one faculty member from every college offering the targeted curriculum or instructional area to attend professional development activities and to participate in curriculum development activities.
- d. Equipment: Up to **\$16,000** may be budgeted for instructional equipment over the two years of the project. Furniture and office equipment may not be funded from the grant award.

To be eligible to receive a CIP grant, a college must:

- a. Presently offer the targeted curriculum or instructional area,
- b. Have at least one full-time instructor teaching in the identified area, and
- c. Not have an ongoing CIP which will be continued the following year.

NOTE: A college may not receive funding for more than one CIP grant at a time.

## APPLICATION DEVELOPMENT GUIDELINES

To receive a grant the proposal that is submitted must follow these established guidelines:

- a. The proposal should be prepared simply and economically. It should provide a straightforward and concise description of capabilities to satisfy the requirements of the Request For Proposal (RFP). Emphasis should be placed on completeness and clarity of content.

NOTE: Proposals that fail to follow the established guidelines for submission **may be ineligible** for a review.

- b. All information requested must be submitted. Mandatory requirements are those required by law, regulation, policy, or are such that they cannot be waived, and are not subject to negotiation.

NOTE: Proposals that fail to submit all information by the submission deadline **will be ineligible** for a review.

- c. Each proposal must include the following:

**Cover Letter** which is page 1 of the proposal that is submitted. The cover letter should be printed on the college's letterhead paper. It will indicate support from the president for the college to act as the resource college for a CIP project. The president must sign four copies of this page with original signatures in **blue** ink.

**Certification Page** which is page 2 of the proposal that is submitted. Submit in a **format** similar to Attachment B in the RFP. The president must sign four copies of this page with original signatures in **blue** ink.

**Proposed Budget** which is page 3 of the proposal that is submitted. Submit in a **format** similar to Attachment C in the RFP. The requested proposed budget must cover **two** years. The proposed budget form will identify the use of funds from July 1, 2002 through June 30, 2003, and July 1, 2003, through June 30, 2004. The allocation of these funds for the fiscal year beginning July 1, 2002, is contingent upon the availability of funds.

NOTE: Budgets in excess of the budget planning guidelines identified in the RFP may make the proposal **ineligible** for a review. Funds must be used in accordance with the NCCCS Accounting Procedures Manual.

- d. Each proposal must include a **one page** executive summary of the project (page 4 of the proposal that is submitted).
- e. Each proposal must include a **narrative description** of the proposed project with a maximum of **twelve** pages (pages 5-16 of the proposal that is submitted). The proposal should address each of the categories below, including plans for the two years of the project. The format of the narrative description (including the 100-point distribution used for the review) is explained below.

NOTE: In order to receive the maximum number of points in each category, the reviewer must clearly be able to determine what activities will be accomplished in each category.

### **Identification of Needs/Emerging Issues (20 points)**

Identify the significant changes and the emerging issues which have an impact on the targeted area. These might include job market developments, advances in technology, new teaching and delivery methods, sociological or economic changes, changes in enrollment patterns, and implementation of state or national educational initiatives. Develop a clear and compelling mission statement for the project based on the identified needs and issues.

### **Project Design and Implementation Plan (25 points)**

Describe the project objectives and activities, including demonstrable objectives; well-conceived and organized curriculum development activities; targeted professional development activities in curriculum content updating, methodology training, and technology training; a plan for involving other colleges in achieving project goals and objectives; a plan for achieving College Tech Prep goals and objectives; and a plan for developing partnerships with appropriate agencies and employers to achieve project goals. This section should include a detailed action plan and timetable.

### **Outcomes/Project Evaluation (30 points)**

Based on the project design, identify the anticipated outcomes of this project, including measurable outcomes such as faculty training workshops, curriculum materials to be developed, and involvement of faculty. Identify the expected long-term benefits of the project to the community college system, such as revitalization and upgrading of faculty, development of networks and support groups, fundamental changes in instructional delivery methods, revised instructional materials derived from instructors' classroom-based research, and a program of study which better prepares students for the workplace.

NOTE: A post-project evaluation will be conducted by System Office staff during April 2005 based on the expected outcomes of the project.

## **Leadership, Capacity, and Commitment (15 points)**

Provide evidence of the college's capacity to launch and manage this statewide project. Describe the college's own program and innovative strategies that have been implemented to enhance instruction in the target area. Identify the proposed project director and explain his/her capabilities to provide statewide leadership. Include a one page vita/resume for the proposed project director.

If a project director has not been determined, please include a detailed description of the required qualifications for the director. Describe the involvement of the college's academic and administrative leadership in providing oversight, supervision, and support for project activities. Describe a process for establishing a State-Level Advisory Committee.

## **Budget (10 points)**

In addition to submitting a Proposed Budget (in a format similar to Attachment C in the RFP), provide a detailed narrative about the budget which describes considerations of cost-effectiveness and involvement of faculty from across the state in planning and implementing activities designed to achieve the project's goals.

NOTE: The project can pay travel and subsistence for at least one faculty member from each college that offers the curriculum or instructional area to attend all project activities.

The **narrative description** (pages 5-16 of the proposal) must:

- (1) not exceed twelve (12) pages,
  - (2) be printed on one side of standard size (8" x 11") unruled, white, bond paper using 1" margins at top, bottom, left, and right,
  - (3) **double-spaced** using an unaltered 12-point type font (recommend Times New Roman),
  - (4) include page numbers centered on the bottom of each page beginning with page number 5 and ending with page number 16 if the narrative description is twelve pages in length.
- f. Each proposal must include a **one page vita/resume** for the proposed project director which will be Attachment A (the last page of the proposal). This is the only attachment page allowed in the proposal.
- g. **DO NOT:**
- (1) Use notebooks or binding for proposals.
  - (2) Attach letters of endorsement, sample materials, and additional attachments.
  - (3) FAX any proposals.

## GRANT PROPOSAL REVIEW AND SELECTION PROCESS

Each proposal will be evaluated by a peer review committee consisting of current CIP directors and administrators. Following the reviews, the results will be statistically compiled to obtain the individual proposal score. The proposals will be rated using the Proposal Review Form in the RFP (see Attachment D). Insure that the proposal is properly completed and submitted on time.

NOTE: Proposals that fail to follow the established guidelines for submission may be **ineligible** for a review.

NOTE: Budgets in excess of the budget planning guidelines identified in the RFP may make the proposal **ineligible** for a review.

### PROPOSED TIMELINE:

February 13, 2002	Release of RFP to College Presidents
March 22, 2002	Proposal Submission Date before 5:00 pm
April 5, 2002	Proposal processing, review, and agenda preparation
April 19, 2002	Presentation to the State Board for "Future Action"
May 17, 2002	Presentation to the State Board for "Action"
June 3, 2002	Grant recipients are notified
July 1, 2002	Project Begins

### ADDITIONAL INFORMATION

The RFP document was created using Microsoft Word. The RFP document has been posted on the NCCCS web site. The web site address is:

**<http://www.ncccs.cc.nc.us/Programs/index.html>**

Click on the "CIP" hover button to access the documents for download.

If you would like a copy of the document so you can extract the forms, please send an e-mail message to Eldon Meacham (meachame@ncccs.cc.nc.us.) and request an e-mail with the files attached. If you would like to get the documents on disk, then send an IBM PC formatted disk and a return self-addressed, stamped envelope to:

Charles E. Meacham, CIP Manager  
North Carolina Community College System Office  
5020 Mail Service Center

Raleigh, North Carolina 27699-5020

## **INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

- a. All components of the proposal must be presented according to guidelines and specifications of this RFP.

**SUBMIT A TOTAL OF EIGHT (8) COPIES OF THE PROPOSAL.**

**FOUR (4) COPIES OF THE PROPOSAL MUST INCLUDE THE ORIGINAL SIGNATURES OF THE COMMUNITY COLLEGE PRESIDENT IN BLUE INK ON THE COVER LETTER AND THE CERTIFICATION PAGE.**

**NO FAX COPIES WILL BE ACCEPTED !!!**

- b. **ALL REQUIRED COPIES OF THE PROPOSAL MUST ARRIVE IN THE OFFICE OF VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES BY 5 P.M. ON FRIDAY, MARCH 22, 2002.**

**SUBMIT TO: Vice President of Academic and Student Services  
North Carolina Community College System Office  
5016 Mail Service Center  
Raleigh, NC 27699-5016**

**NOTE: NO FAX COPIES WILL BE ACCEPTED !!!**

- c. A reminder about the narrative description (pages 5-16 of the proposal). It must:
- (1) not exceed twelve (12) pages,
  - (2) be printed on one side of standard size (8 " x 11") unruled, white, bond paper using 1" margins at top, bottom, left, and right,
  - (3) be double-spaced using an unaltered 12-point type font (recommend Times New Roman), and
  - (4) include page numbers centered on the bottom of each page beginning with page number 5 and ending with page number 16 if the narrative description is twelve pages in length.
- d. Questions regarding proposals may be directed to:

Charles E. Meacham, CIP Manager  
North Carolina Community College System Office  
Phone: (919) 733-7051, Ext 421  
E-mail: meachame@ncccs.cc.nc.us