



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Response required by February 19, 2003

January 16, 2003

MEMORANDUM

TO: Basic Skills Directors
Directors of Community-Based Organizations

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic & Student Services,
Basic Skills Department

SUBJECT: "Crossroads Café" Wrap-Around Series Distance Learning Projects

The System Office Basic Skills Department is participating in a distance learning project from the University of Michigan, Project IDEAL. The project requires each state to research distance learning by conducting fifteen local pilot projects using the same distance learning program. Our state has chosen the "Crossroads Café" Wrap-Around Videotape series from Central Piedmont Community College.

Attached is a Request for Proposals (RFP) for the project, due no later than **February 19, 2003**. Although the projects will be conducted from July 2003 through December 2003, participating programs must be willing to attend an implementation training session in the spring of 2003. (Participants will be reimbursed at state rates to attend this training session.)

Colleges/agencies receiving funding for this project must agree to meet requirements listed in the Request for Proposals. Programs may be funded up to \$12,000. The System Office Basic Skills Department will provide additional copies of the "Crossroads Café" Wrap-Around series to local projects. A draft of a distance learning manual developed by Project IDEAL is available in .pdf format on the Basic Skills website (www.ncccs.cc.nc.us/Basic_Skills).

If you have any questions, please contact me at (919) 733-7051, ext. 721. We are excited about the opportunities this project will bring to our state and look forward to reviewing your plans.

Enclosures: 1

cc: Presidents
Senior Continuing Education Administrators

CC03-011
Paper & Email Copies

Basic Skills Distance Learning Proposal

For Crossroads Café Wrap-Around Videotape Series

July 2003-December 2003

Name of Community College/Agency: _____

Name and Title of Contact Person: _____

Telephone Number: _____

Address: _____

E-Mail Address: _____

Fax Number: _____

The following signatures signify that the college/agency will conduct the distance learning project and that the college agrees to the requirements specified on page two, "Requirements of Project."

Signature of College President or Community
Based Organization Board Chair: _____

Date: _____

Signature of Basic Skills Director or Community
Based Organization Director: _____

Date: _____

Please return the completed Request for Proposal by February 19, 2003 (delivery date, not postmarked date) to Dr. Randy Whitfield, NCCCS, 5024 Mail Service Center, Raleigh, NC, 27699-5024.

REQUIREMENTS OF PROJECT

- 1) These programs must be shared as part of a national research project on distance education through the University of Michigan. (The national project's name is "Project IDEAL.")
- 2) Program must use Central Piedmont Community College's "Crossroads Café" Wrap-Around series in a distance mode.
- 3) Program must include an administrator and two instructors (from existing staff).
- 4) Program must offer two classes and recruit 8-15 students per class. (There will be no open enrollment for this project. After a set start date, no new students will be allowed to enroll.)
- 5) Program must attend 2-day implementation training session prior to the beginning of the program. (The training will be held in spring 03. Travel expenses will be reimbursed by the System Office at state rates.)
- 6) Program staff must be willing to access a state website workspace set up for this project to exchange and share with other sites. (Training will include how to access and use the website.)
- 7) Program must submit reports as directed. (Training will include information regarding reports.)
- 8) Program must include student orientation.
- 9) Program must be completed in 13 weeks, allowing one week per unit. Total hours per assessment will equal 10 (including pre/post testing).
- 10) Programs must attend exit meeting and submit program data including, but not limited to, number of students, pre/post test scores, program evaluation including what worked and what didn't work. Templates for forms and procedures will be made available to all projects.
- 11) Programs must target intermediate level English as a Second Language students.
- 12) Please complete the following Request for Proposal (RFP) and return it to Dr. Randy Whitfield by **February 19, 2003**
- 13) A subcommittee appointed by the Basic Skills State Leadership Advisory Board will review all RFP's and send approval notices back within two weeks of approval by the State Board of Community Colleges.
- 14) Fifteen colleges will be selected to conduct the pilot projects.
- 15) Budgets cannot exceed \$12,000 per project.

Request for Proposals

Basic Skills "Crossroads Café" Wrap-Around Project

COMPONENTS OF PROPOSAL

(Identification of and instructions for completing the components of the proposal are given on the following pages. Be certain that all components listed are included in your proposal according to the information given under each component heading.)

Abstract

Give a brief overview of your proposal.

Body of the Proposal

A. Problem

Describe the need for a distance learning project using the "Crossroads Café" Wrap-Around series in your area.

B. Objectives

List your objectives for the project.

C. Procedures

Describe how you will conduct the project including the following:

- Student screening criteria
- Type of Basic Skills assessment to be used
- Recruitment
- Orientation
- Materials delivery and exchange (distribution of print and video)
- Assessing learner participation and learning.
- Cost of delivery
- **Counting hours for reporting purposes**
 - **Supporting learners at a distance (teacher-student strategies)**
- **Supporting learners at a distance (learner support groups)**

(Please emphasize the last three areas. Project IDEAL wants North Carolina to focus on these areas.)

D. Evaluation

Describe the evaluation process. **Thirty days after the completion of the course, the project administrator must submit a written evaluation of the course. The following components must be evaluated during this pilot-project:**

- Number of students enrolled at the beginning and at the end of the course.
- Number of students who completed a level.
- Numbers of units completed by each student.

- Pre/post test scores for all students. (Must use a standardized Basic Skills exam.)
- Student log of hours that it took to complete each lesson.
- Student evaluation of the course.
- Instructor evaluation of the course.
- Description of what worked well in the course.
- Description of what needed improvement in the course.
- Other pertinent information.

E. Dissemination Plan

State that you will agree to submit information to Basic Skills state staff for dissemination of the project.

F. Time Schedule

The time schedule should clearly state major activities and/or deliverables with the expected completion and/or delivery date. Include course start-up and ending dates. (Note: Courses must run for a 13 week period.)

Resources

A. Personnel

The qualifications of personnel should be described in sufficient detail to indicate competence for the type of participation proposed for each. Describe in great detail qualifications of instructors for teaching in distance learning mode.

B. Facilities/Equipment/Other

The adequacy of necessary facilities, equipment, and services available to conduct the project must be indicated.

Budget

The schedule for the proposed costs of the project must be given on the enclosed budget form. The budget is, at best, an estimate of costs; therefore, provision is made for necessary adjustments within the total allotment after a project is approved and started. (**Note: System Office will supply "Crossroads Café" materials if needed by local programs.**)

<u>Budget Category</u>	<u>Federal Funds Requested</u>
<p style="text-align: center;"><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time • Part-time • Explanation: 	<p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p style="text-align: center;"><i>Administrative Costs</i></p> <p>(5% limitation for all applicants)</p> <ul style="list-style-type: none"> • Salaries, Full-time • Salaries, Part-time • Other costs (office supplies, postage, etc.) • Explanation: 	<p>\$</p> <p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p style="text-align: center;"><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p style="text-align: center;"><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p style="text-align: center;"><i>Travel</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p style="text-align: center;"><i>Other Expenses</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p style="text-align: center;"><i>Total Federal Funds Requested:</i></p>	<p>\$</p>