

February 6, 2006

RESPONSE DEADLINE: 5 p.m. March 13, 2006

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 2006-2008

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, 2006, is contingent upon the availability of funds. Projects will be selected from the Targeted Curriculum Areas found in Attachment A of the Request for Proposals (RFP).

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, 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_2006_2008.htm.

Please print the RFP in Word (*.doc) files or portable document file (*.pdf) formats. The RFP provides details for submitting a proposal. The submission date is **Monday, March 13, 2006**. 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 2006.

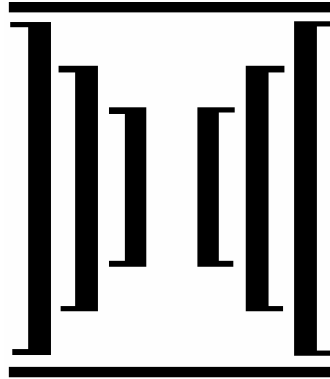
If you have questions, please contact Mike Pittman at 919-807-7114, or
pittman@ncccommunitycolleges.edu

DAP/mp
Enclosure

c: Dr. Sharon J. Tanner
Mr. Mike Pittman

CC06-025
E-mail Copy

North Carolina Community College System



STATE BOARD RESERVE FUND

REQUEST FOR PROPOSAL

FOR

CURRICULUM IMPROVEMENT PROJECT

GRANTS

2006 - 2008

*Proposal Submission Due Date
Monday, March 13, 2006*

Issued by

**North Carolina Community College System, H. Martin Lancaster, President
State Board of Community Colleges, Ms. Hilda Pinnix-Ragland, 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 2006 - 2008

*Proposal Submission Due Date
Monday, March 13, 2006*

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, 2006, is contingent upon the availability of funds. The grants are administered by the Division of Academic and Student Services in the North Carolina Community College System Office.

Curriculum Improvement Projects were developed as a means of providing funding for system-wide projects in curriculum or instructional areas that 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 curriculum area.

Each Curriculum Improvement Project is designed around a basic framework including the following:

- two years in length,
- based at a resource college,
- has a full-time director, and
- involve faculty from all other colleges offering the targeted curriculum 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 curriculum 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 in-service 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 2006-2008 grant cycle. **Any grant proposal for 2006-2008 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 **2006-2008**. 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. The Request for Second Year Funding must 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 curriculum 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	\$110,000	32-40	\$125,000
14-22	\$115,000	41-49	\$130,000
23-31	\$120,000	50-58	\$135,000

Budget Constraints

- a. **Administrative Costs:** The budget may include part or all of the salary and benefits of a project director. The budget may be used for the salary and benefits of a substitute instructor to release college personnel to direct this project. The salary and benefits of a part time administrative assistant may be paid as well.
- b. **Percentage of Budget for Faculty Training:** A minimum of **30 percent (30%)** of the total budget each year must be allocated for items of direct benefit to participating colleges (See Attachment C which is the Proposed Budget Form. Review line items 7-13, Curriculum/ Materials Development and/or Faculty In-service Training).
- c. **Faculty In-service 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:

- Currently offer the targeted curriculum or instructional area,
- Have at least one full-time instructor teaching in the identified area, and
- 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 serves as page 1 of the proposal. The cover letter should be printed on the college's letterhead paper. It will indicate support from the president for the college's 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 serves as 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, 2006 through June 30, 2007, and July 1, 2007, through June 30, 2008. The allocation of these funds for the fiscal year beginning July 1, 2006, is contingent upon the availability of funds.

NOTE: Budgets not conforming to 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 curriculum 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 2008 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 curriculum 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:

- not exceed twelve (12) pages,
- be printed on one side of standard size (8" x 11") unruled, white, bond paper using 1" margins at top, bottom, left, and right,
- **double-spaced** using an unaltered 12-point type font (recommend Times New Roman),
- 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:**

- Use notebooks or binding for proposals.
- Attach letters of endorsement, sample materials, and additional attachments.
- 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 3, 2006	Release of RFP to College Presidents
March 13, 2006	Proposal Submission Date before 5:00 pm
March 20, 2006	Proposal processing, review, and agenda preparation
April 21, 2006	Presentation to the State Board for "Future Action"
May 19, 2006	Presentation to the State Board for "Action"
May 21, 2006	Grant recipients are notified
July 1, 2006	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.ncccommunitycolleges.edu>, Click on the "CIP RFP" 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 Dr. Sharon Tanner, tanners@ncccommunitycolleges.edu) and request a reply e-mail message with the files attached.

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.

- 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 13, 2006.**

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

PLEASE 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:

Dr. Sharon Tanner, Associate Vice President Instructional Development and Technology
North Carolina Community College System Office
Phone: (919) 807-7108
E-mail: tanners@ncccommunitycolleges.edu

Appendices

Attachment A

**CURRICULUM IMPROVEMENT PROJECT
GRANTS**

2006-2008

TARGETED AREAS

CATEGORY I

One CIP Project will be funded which includes all curriculum areas that have been included in the Early Childhood area below:

Early Childhood Education

- *(58) Early Childhood Education
- *(44) Early Childhood Education/Teacher Associate
- *(14) Early Childhood Education/Special Education
- *(1) Infant and Toddler Certificate

CATEGORY II

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

Business Technologies

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

Construction Technologies

Carpentry Related

- *(23) Carpentry (D35180)
 - *(11) Building Construction Technology (A35140)
 - *(4) Construction Management Technology (A35190)

- *(46) Electrical/Electronics Technology

Health Sciences

- *(50) Associate Degree Nursing (A45190)
- *(19) Surgical Technology (A45740)

Public Service Technologies

- *(52) Criminal Justice Technology (A55180)
 - *(2) Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
 - *(4) Criminal Justice Technology/Latent Evidence (A5518A)
- *(16) Culinary Technology in combination with Hotel and Restaurant Management Technology

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

Attachment B

**CURRICULUM IMPROVEMENT PROJECT
GRANT PROPOSAL
2006-2008**

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 _____
(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
2006-2008
PROPOSED BUDGET**

Resource College: _____ Date: _____

Project:

Line Item	Description	Projected Expenditures 2006-2007*	Projected Expenditures 2007-2008 *
	<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 In-service Training.

Attachment D
CURRICULUM IMPROVEMENT PROJECT
GRANT
2006-2008

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%)

<i>Item #</i>	<i>Weight</i>	<i>Criteria</i>	<i>Rank</i>
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:

Part II: Project Design and Implementation (25%)

<u>Item #</u>	<u>Weight</u>	<u>Criteria</u>	<u>Rank</u>
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:

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:

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

<u>Item #</u>	<u>Weight</u>	<u>Criteria</u>	<u>Rank</u>
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><u>or</u></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:

2006 - 2008 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	
Part I											
	1						x 1			5	
	2						x 1			5	
	3						x 2			10	
								sub-total		20	
Part II											
	4						x 1			5	
	5						x 1			5	
	6						x 1			5	
	7						x 1			5	
	8						x 1			5	
								sub-total		25	
Part III											
	9						x 2			10	
	10						x 1			5	
	11						x 2			10	
	12						x 1			5	
								sub-total		30	
Part IV											
	13						x 1			5	
	14						x 1			5	
	15						x 1			5	
								sub-total		15	
Part V											
	16						/ 2			2.5	
	17						/ 2			2.5	
	18						/ 2			2.5	
	19						/ 2			2.5	
								sub-total		10	
								TOTAL		100	