



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 10, 2006

MEMORANDUM

RESPONSE DEADLINE: 5/26/2006

TO: Vocational Education Contacts
Chief Academic Officers
Resource Development Contacts

FROM: Elizabeth C. Brown, Director
Federal Vocational Education

SUBJECT: Request for Proposal – Professional Development Activities

Attached is a Request for Proposal for Perkins-funded Professional Development.

The Request for Proposal seeks innovative and practical professional development projects, which will result in the improvement of vocational and technical education. Funding for these projects is available through the Carl D. Perkins Vocational and Technical Education Act of 1998, and is contingent upon receipt of funds from the U.S. Department of Education. Requirements for the use of funds for professional development activities include the following: activities must be comprehensive; develop, improve or expand the use of technology in vocational education; and improve the academic and vocational and technical skills of students participating in vocational and technical education programs.

Requests should be reasonable and appropriate for activities that must be consummated within a one-year time frame. Funds may be used for faculty release time (substitute pay), travel and subsistence, materials and supplies, and contracted services. Projects must be designed for full or part-time vocational faculty and staff. Academic instructors may be included if an academic and vocational integration project is being proposed. Planned activities should benefit a large number of professionals, not just one or two individuals. All funds must be expended by May 31, 2007.

Proposals must be received no later than ***Friday, May 26, 2006***. If you have questions concerning this request for proposal, do not hesitate to call me at (919) 807-7128.

Attachment
c: Presidents

CC06-074
Paper Copy

INTRODUCTION

It is the purpose of the Carl D. Perkins Vocational and Technical Education Act of 1998 to make the United States more competitive in the world economy by developing more fully the academic as well as the occupational skills of all segments of the population. This purpose is to be achieved principally through concentrating resources on improving educational programs leading to academic, occupational, training, and retraining skill competencies needed to work in a technologically advanced society.

During this fiscal year funds are available through Title I, Section 124 of the Carl D. Perkins Vocational and Technical Education Act of 1998 for use in professional development and training. Requests should be reasonable and appropriate for activities that must be consummated within a one-year time frame.

These funds are available for the 2006-2007 school year only. Plans should not be made to establish ongoing projects that will depend on continued Perkins funding or projects whose completion date goes beyond June 2007.

Funding of projects is contingent upon receipt of funds from the U.S. Department of Education.

PURPOSE

This Request For Proposals (RFP) seeks innovative and practical professional development projects that will enhance the skills and capabilities of community college personnel to increase and maintain quality in vocational and technical education. These funds may not be used for curriculum or course development, but may be used to increase the efficacy of the curriculum and to increase the competence of those engaged in the curriculum development process. Experimentation is encouraged, but projects must have specific, measurable objectives. Projects funded through this RFP may not be copyrighted and their results must be available for public distribution. Examples of potential projects are:

- Building skills for effective teaching in a distance learning environment;
- Developing/revising articulation of program competencies;
- Training of faculty to teach technology to special populations students;
- Integrating academic and vocational/technical courses; and
- Training vocational/technical faculty to use technology in the classroom.

Previously funded projects can be found at
http://www.nccommunitycolleges.edu/perkins/professional_development_activities.htm

All projects that receive funding through this RFP shall be used to support vocational/technical programs of study that have met all the requirements of and received approval of the curriculum standards by the North Carolina State Board of Community Colleges. **Funds must be used solely and strictly for vocational/technical curriculum courses with the exception of projects whose goal is the integration of these with academic courses.**

As mandated by the Carl D. Perkins Act, funds must be used for professional development activities that:

- 1) Develop, improve, or expand the use of technology in vocational education, which may include:
 - training of vocational and technical education personnel to use state-of-the-art technology (may include distance learning);
 - providing vocational and technical education students with the academic, vocational and technical skills that lead to entry into the high technology and telecommunications field; or
 - working with high technology industries to offer voluntary internship and mentoring programs.
- 2) Provide comprehensive professional development, including initial teacher preparation, for vocational and technical, academic, guidance, and administrative personnel that:
 - provides in-service and preservice training in state-of-the-art vocational education programs and techniques and/or effective teaching skills based on research and effective practices;
 - helps teachers and personnel to assist students in meeting State adjusted levels of performance established by the Act;
 - provides training in enrolling and preparing students for nontraditional training and employment.
- 3) Improve the academic and vocational and technical skills of students participating in vocational and technical education programs by strengthening all components of such programs through the integration of academics with vocational and technical education to enhance learning in the core subjects of each.

NC-NET

It is expected that funded Professional Development Projects will be disseminated through the North Carolina Network for Excellence in Teaching (NC-NET). NC-Net provides an infrastructure through which exemplary and timely professional development resources may be accessed by any community college in the state. NC-Net was established in response to the statewide needs identified in the October 2002 “Framework for the Future: Professional Development Needs Among North Carolina Community Colleges”, which surveyed more than 2,100 North Carolina community college administrators and faculty.

One of NC-Net’s major goals is to eliminate duplication of efforts while providing access to the finest examples of our colleges’ professional development efforts. More information about NC-NET can be accessed at <http://www.nc-net.info>.

Proposed project’s scopes of work must address one of the six programmatic focus areas of NC-NET. These areas include 1) interdisciplinary teaching and learning resources; 2) discipline-specific resources; 3) career and personal development resources; 4) online teaching resources;

5) instructional technology applications in the face-to-face classroom; and 6) resources for student services.

All funded projects will provide electronic files of project deliverables to NCCCS upon conclusion of grant activities or the funding period, with the express purpose of disseminating the deliverables through the NC-Net Clearinghouse website. For more information on submission to NC-Net, please reference http://www.nc-net.info/submission_form.htm.

ELIGIBLE EXPENDITURES

Funds must be used in accordance with the North Carolina Community College System's and the State of North Carolina's approved procedures. All projects are subject to CFDA 84.048 compliance.

Funds **may** be used for:

1. Release time for faculty/staff (substitute pay);
2. Travel and subsistence;
3. Materials and supplies necessary for training; and
4. Contracted services.

Funds **may not** be used for:

1. Administrative costs;
2. Equipment;
3. Stipends;
4. Certification for individual faculty;
5. Refreshments (e.g., food, drinks, paper products); and
6. Foreign travel.

Funds must be expended by May 31, 2007, and projects must be completed by June 30, 2007.

NOTES:

- Projects must be produced in a method consistent with publication through NC-NET.
- Projects should benefit a maximum number of persons. Certifications for individuals will not be allowed. Conference attendance benefiting only the conference attendee will not be allowed.
- Projects should be for faculty/staff training and not for the actual development of online courses unless the course is unique, not being developed through the system-wide initiative (Virtual Learning Community) and a need/approval has been established.
- Check that vendors providing goods or services (including contracted personnel) under the award have not been suspended or debarred by the federal government. Vendor information can be confirmed at <http://epls.gov/>.

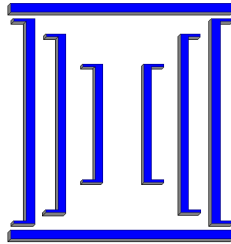
PROPOSAL GUIDELINES

1. **Five** copies of the application must be received on or before **May 26, 2006**. One copy must bear the original signatures of the officials authorized to sign the application in blue ink.
2. Proposals should be prepared simply and economically, typewritten, and double-spaced on one side of standard size (8½” by 11”) unruled white paper and they must be stapled. Do not submit proposals that are bound or in notebooks.
3. Each application must include the enclosed: (a) application cover page, (b) assurances, (c) budget page; and a concise narrative description of the proposed project which includes:
 - A. **Needs/Challenges**
Describe and document existing need(s) or challenge(s) facing the institution which this proposed project can address.
 - B. **Objectives**
List project objectives that are measurable and outcome-specific.
 - C. **Implementation Strategies**
Describe what will be done to achieve the objectives; how the project will be carried out, and who will be involved.
 - D. **Anticipated Benefits**
Describe the anticipated benefits for your institution as well as for other institutions.
 - E. **Evaluation/Dissemination/Replication**
Describe how you will measure the effectiveness and verify outcomes; how results will be shared within your institution; how results could be replicated at other institutions.
 - F. **Budget** (use enclosed form)
Identify and describe the costs associated with this project.
4. A final performance report (form included in package) will be required of each project that receives funding. This report will be due on or before August 1, 2007.

5. All components of this proposal must be presented according to guidelines and specifications. **Five (5) copies must be received no later than 5:00 p.m. on May 26, 2006.**
Send or deliver proposals to:

Elizabeth Brown, Director
Federal Vocational Education
North Carolina Community College System
U. S. Postal Address: 5016 Mail Service Center
Raleigh, N. C. 27699-5016
FedEx, UPS, RPS, et al. Address: 200 West Jones Street
Raleigh, N. C. 27603-1379

**PROPOSAL FOR FUNDING
OF PROFESSIONAL DEVELOPMENT
ACTIVITIES**



COLLEGE: _____

PROJECT TITLE: _____

PREPARED BY: _____

Name

Title

PROJECT CONTACT: _____

Name

Title

PHONE: _____

E-MAIL ADDRESS: _____

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

200 W. JONES STREET

5016 MAIL SERVICE CENTER

RALEIGH, NC 27603-1379

RALEIGH, NC 27699-5016

PROFESSIONAL DEVELOPMENT ACTIVITIES

General Assurances

_____ agrees to:

College Name

1. Provide the appropriate administrative supervision and support necessary to foster success of the project;
2. Supplement, expand and not supplant funding for existing programs, activities, or services;
3. Provide all indirect overhead costs;
4. Ascertain that the community college is in compliance with applicable state and federal laws to promote equal opportunity for all participants without regard to race, color, religion, gender, age, disability, political affiliation, or national origin;
5. Work cooperatively with the state in monitoring and evaluating the program and submit a final evaluation as requested and activities meet compliance requirements of OMB Circular A-133;
6. Assure funds will be used to support the cost of only those activities described in the proposal and approved by the State Board of Community Colleges;
7. Assure that vendors providing goods and services (including contracted personnel) under the award have not been suspended or debarred by the federal government; and
7. Assure that all approved funds for this program will be used according to the Carl D. Perkins Vocational and Technology Education Act of 1998 and other applicable federal, state, and local laws.

Community College President

Date

Project Coordinator

Date

This sheet must be completed, signed in blue ink, and included with each proposal.

**PROPOSED BUDGET FOR PROFESSIONAL DEVELOPMENT
ACTIVITIES - 2006-2007**

<i>Institution</i>	
<i>Description</i>	\$
Faculty Release Time (Itemize)	
Travel and Subsistence (Itemize)	
Supplies & Materials (List)	
Contractual Services (Itemize)	
Other (Specify)	
TOTAL	\$

Signature of Business Officer

Date

GRANT REVIEW AND SELECTION PROCESS

Each application meeting the basic guidelines will be evaluated by a panel of four or more individuals. Following the independent review of applications, the results will be statistically compiled to obtain the individual project score.

Proposal Review Criteria Rating Form

Criteria	Potential Points	Rating
Need/Challenge/Purpose	0-10	_____
Objectives	0-20	_____
Implementation Strategies	0-30	_____
Anticipated Benefits	0-10	_____
Evaluation/Dissemination/Replication	0-20	_____
Budget	0-10	_____
Bonus - Potential Statewide Impact	0-5	_____
_____	_____	_____
College Name		Reviewer

**FINAL REPORT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES
LEADING TO CURRICULUM IMPROVEMENT**

1. Total number of participants:

Faculty _____

Counselors _____

Administrators _____

2. List objective(s) as stated in the proposal:

3. Were the objectives met? _____ Yes _____ No
If not, what were the barriers?

4. List follow-up activities that were completed (or to be completed). Follow up activities may include the development of lesson plans, curriculum revision, etc.

5. What was the overall response from participants? (How did participants rate the activity?)

6. If you were to repeat this activity, what would you do differently?

7. How did this project benefit vocational education:

A. on your campus?

B. statewide?

8. Have the deliverables from this project been submitted to NC-Net?
_____ Yes _____ No

If not, why?

9. Provide a summary, using no more than two paragraphs, detailing the accomplishments achieved through this grant project.