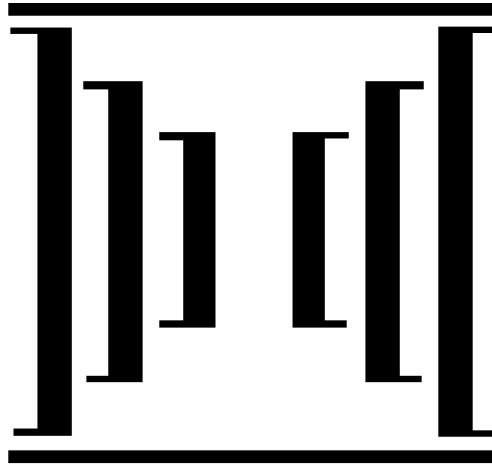


North Carolina Community College System



STATE BOARD RESERVE FUND

REQUEST FOR PROPOSAL

FOR

CURRICULUM IMPROVEMENT PROJECT

GRANTS

2008 - 2010

Proposal Submission Due Date:

Wednesday, March 19, 2008

*Numbered Memo CC08-047 revised the submission due date to April 9, 2008
and opened up submissions to any program/discipline area.*

*Proposals for areas in the Targeted Curriculum Areas list (found in Attachment A)
will be given preference when all other factors are equal.*

Issued by

North Carolina Community College System, H. Martin Lancaster, President

State Board of Community Colleges, Ms. Hilda Pinnix-Ragland, Chairman

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CURRICULUM IMPROVEMENT PROJECT GRANT 2008 - 2010

*Proposal Submission Due Date
Wednesday, March 19, 2008*

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INTRODUCTION

This Curriculum Improvement Project (CIP) grant opportunity, if funded, will be supported by North Carolina State Board of Community Colleges Reserve Funds. If approved, 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, 2008, 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 systemwide 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 curriculum area.

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

- a. **a concentrated time frame** (each project is two years in length);
- b. **a resource-college leadership approach** (the college submitting the proposal serves as the resource college);
- c. **a full-time director**; and
- d. **faculty-driven curriculum development** (representatives from all other colleges offering the identified curriculum area are involved in achieving project objectives).

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

- a. Submit a CIP proposal addressing one of the targeted areas listed on Attachment A (This requirement has been amended; see Attachment A);
- b. Currently be approved to offer the targeted curriculum or instructional area;
- c. Have at least one full-time instructor teaching in the identified area; and
- d. Not have an ongoing CIP which will overlap with the 2008-2010 proposal (a college may not receive funding for more than one CIP grant at a time).

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** include the following:

- a. **Professional development activities** for faculty working with technical students. Professional development activities must include in-service training for faculty in curricula where emerging technologies have brought about changes in curriculum content. They must also include the integration of technical and academic curricula.
- 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. **All grant proposals for 2008-2010 must address one of the academic areas listed on Attachment A.** (This requirement has been amended; see Attachment A.)

Using materials developed by the host college (the college awarded the CIP grant), the System Office staff will conduct a post-project evaluation based on the expected outcomes of the project.

BUDGET PLANNING GUIDELINES

The following budget planning guidelines must be used to determine the maximum budgets for the CIP Grants in 2008-2010.

Maximum funding for each CIP is based on the number of colleges approved to offer the targeted program(s) addressed in the Curriculum Improvement Project proposal. Attachment A, which outlines the targeted areas for 2008-2010, also notes the number of colleges approved to offer the programs.

The following chart shows the maximum grant award possible for each two-year project, based on the number of colleges approved. These maximums should be used when planning the CIP budget proposal.

# Colleges	\$ Max. Award	# Colleges	\$ Max. Award
1-13	\$110,000	32-40	\$125,000
14-22	\$115,000	41-49	\$130,000
23-31	\$120,000	50-58	\$135,000

Project funding will be divided evenly over the two years of the project, if state funds permit and the first year of the project has been successful. A Request for Second Year Funding will be submitted as directed by the System Office CIP Manager.

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.

Budget Constraints

- a. **Administrative Costs:** The budget may include part or all of the salary and benefits of a project director or it may be used for the salary and benefits of a substitute instructor to release college personnel to direct the 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** of the total budget each year must be allocated for items of direct benefit to participating colleges. (See Attachment C, Proposed Budget Form. Review line items 7-13, Curriculum/Materials Development and/or Faculty Inservice 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.
- e. **Time Frame:** The requested proposed budget must cover **two** years. The proposed budget form will identify the use of funds from July 1, 2008, through June 30, 2009, and July 1, 2009, through June 30, 2010.
- f. **Contingency of Funds:** The allocation of these funds for the fiscal year beginning July 1, 2008, is contingent upon the availability of funds.
- g. **Funds Management:** Funds must be used in accordance with the North Carolina Community College System Accounting Procedures Manual.

PROPOSAL DEVELOPMENT GUIDELINES

To receive grant funding, the proposal must follow the guidelines and requirements included in this document.

The proposal should provide a straightforward and concise description of activities planned to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be placed on completeness and clarity of content. All information requested must be submitted.

Each proposal must include the following:

1. **Certification Page** (Attachment B)
2. **Proposed Budget** (Attachment C)
3. **One-page executive summary** of the project
4. **Narrative description** of the proposed project. The narrative should not exceed 12 double-spaced pages (using a 12 point font and 1” margins all around) and should address each of the categories outlined in the Proposal Development Categories section below.
Note: These same categories serve as the review criteria for assessing and selecting CIP proposals to be funded. All review criteria/categories, including the 100-point distribution used for the review, are explained below. The Proposal Review Form (Attachment D) is provided as a reference.

PROPOSAL DEVELOPMENT CATEGORIES AND REVIEW CRITERIA

All CIP proposal narrative descriptions must address the following categories:

Identification of Needs/Emerging Issues (20 points)

List the other colleges that were consulted and the needs and issues that were identified by each of them. 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/or a program of study which better prepares students for the workplace.

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 targeted 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. (This should be placed at the end of the proposal as an attachment and is the only attachment page allowed in the proposal.) 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 (using Attachment C), provide a detailed budget narrative describing considerations of cost-effectiveness and involvement of faculty from across the state in planning and implementing activities designed to achieve the project's goals.

GENERAL SUBMISSION INSTRUCTIONS

One original and three copies of the proposal should be submitted. Please do not place copies in notebooks or binders. All proposals should have page numbers and should be stapled for easier processing.

We regret that we cannot accept faxed copies. The original and three copies of the proposal should arrive in the **office of the Vice President of Academic and Student Services by 5:00 p.m. on Wednesday, March 19, 2008**. **Numbered Memo CC08-047 revised the submission due date to April 9, 2008.**

Submit your proposal package to: **Vice President of Academic and Student Services
North Carolina Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016**

Attn: CIP Proposal

GRANT PROPOSAL REVIEW AND SELECTION PROCESS

Each proposal will be evaluated by a peer review committee, which includes previous or current CIP directors and/or 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 (Attachment D) in the RFP.

PROPOSED TIMELINE:

January 30, 2008	Release of RFP to College Presidents and Chief Academic Officers
March 19, 2008	Proposal Submission Deadline (5:00 p.m. deadline) Numbered Memo CC08-047 revised the submission due date to April 9, 2008.
March 20 - April 17, 2008	Proposal Processing and Review
May 16, 2008	Presentation of Recommendations to the State Board for Action
May 19, 2008	Notification of Grant Recipients
July 1, 2008	Project Year Begins

ADDITIONAL INFORMATION

The RFP has been posted on the NCCCS website in Word and PDF formats at the following URL:

http://www.nccommunitycolleges.edu/Programs/docs/CIP/RFP_CIP.doc

Questions about the RFP or the CIP process may be directed to the System Office CIP Manager, Tracy McPherson, at 919-807-7117 or mcperson@nccommunitycolleges.edu.

Attachment A
CURRICULUM IMPROVEMENT PROJECT
GRANTS
2008-2010

TARGETED AREAS

Numbered Memo CC08-047 opened up submissions to any program/discipline area. Proposals for areas in the Targeted Curriculum Areas list (found here in Attachment A) will be given preference when all other factors are equal.

Two CIP Projects will be funded ~~from curriculum areas identified below~~, contingent upon the availability of funding:

Business Technologies

*(10) Hotel and Restaurant Management (A25240)

Construction Technologies

- *(23) Carpentry (D35180) *and/or*
- *(11) Building Construction Technology (A35140) *and/or*
- *(6) Construction Management Technology (A35190)

Health Sciences

- *(40) Practical Nursing (Diploma) (D45660)

- *(21) Surgical Technology (A45740)

Industrial Technologies

*(37) Machining Technology (A50300) *and the concentration of*
Machining Technology/Tool, Die, and Mold Making (A5030A)

Public Service Technologies

- *(54) Criminal Justice Technology (A55180) *and the concentrations of*
Criminal Justice Technology/Latent Evidence (A5518A) *and*
Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)

- *(20) Culinary Technology (A55200)

Note: Each CIP proposal submitted for 2008-2010 should address a targeted area listed above; proposals for curriculum areas not listed cannot be considered for this funding cycle. *(This requirement has been amended; see statement at top of Attachment A.)*

* Numbers in parentheses represent the number of colleges approved to offer that particular program area (these numbers are used to determine funding levels). If the targeted area includes one or more concentrations, the number used for budgeting purposes should be the number listed for the “parent” program only (do not add the parent and concentration numbers together).

Attachment B

**CURRICULUM IMPROVEMENT PROJECT
GRANT PROPOSAL
2008-2010**

CERTIFICATION PAGE

College: _____ **Date:** _____

Project Title: _____

Contact Person for the Proposal: _____

Phone: (_____) _____ **Extension:** _____

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
2008-2010
PROPOSED BUDGET**

Resource College: _____ **Date:** _____

Project:

Line Item	Description	Projected Expenditures 2008-2009*	Projected Expenditures 2009-2010 *
	<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
2008-2010

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:

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 and 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:

2008 - 2010 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