



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

August 8, 2006

**RESPONSE DEADLINE: 5:00 p.m., AUGUST 18, 2006**

**M E M O R A N D U M**

**TO:** Presidents  
Chief Academic Officers  
Distance Learning Administrators

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

**SUBJECT:** Request for Nominations-Virtual Learning Community  
Course Developers and Editors, Instructional Design Editor, and Managing  
Editor

The North Carolina Community College System is extending a Request for Nominations for faculty who are interested in serving as VLC Course Developers, Course Editors, Instructional Design Editors and VLC Managing Editors. The deadline for nominations is **5:00 p.m. on Friday, August 18, 2006.**

We need faculty from your college to serve as VLC Course Developers, Course Editors, Instructional Design Editors and VLC Managing Editors. For this VLC Development Cycle, compensation for VLC Course Developers and Editors will be paid from grant funds received by the VLC Editing Centers. Those serving in these roles will not need to be compensated by their college.

Please review the following information, consult with your faculty, and complete the attached nomination forms. Please return nomination forms with electronic signatures and any required supporting documentation **via email** to Katherine Davis at [davisk@nccommunitycolleges.edu](mailto:davisk@nccommunitycolleges.edu) by **5:00 p.m. on Friday, August 18, 2006.** If an electronic signature is not available, please send an additional signature page **fax** to the System Office at **(919) 807-7164** to the attention of Katherine Davis.

If you have any questions, please do not hesitate to contact me at (919) 807-7096 or [parkerd@nccommunitycolleges.edu](mailto:parkerd@nccommunitycolleges.edu).

DAP/kd  
Attachment

c: Dr. Linda M. Nelms  
Dr. Bill Randall

**CC06-172**  
**E-mail**



Request For Nominations  
VLC Course Developers, Course Editors,  
Instructional Design Editor, and VLC Managing Editor  
2006-2007

Due Date:  
5:00 p.m., Friday, August 18, 2006

## Overview

The North Carolina Community College System (NCCCS) Office is extending a Request for Nominations for faculty and instructors interested in serving as Virtual Learning Community (VLC) Course Developers and Editors. The deadline for nominations is **5:00 p.m. on Friday, August 18, 2006.**

Goals for this year's VLC cycle include the development and editing of online courses for curriculum standards, identification of software for use in physics and biology lab courses, and conversion of existing courses to version 6.3 of Blackboard. The resulting online courses and web materials will be the shared property of all colleges within the NCCCS.

The North Carolina Community College System Office will fund two centers. Each center will receive \$250,000 for the 2006-2007 academic year. The \$250,000 represents \$150,000 in recurring and \$100,000 in nonrecurring appropriations. Center 1 will develop two biology courses, three chemistry courses, six math courses, and one physics course. This Center will also research, evaluate, and recommend software to be used in the future development of physics and biology lab courses. Center 2 will edit approximately 48 courses and convert approximately 140 existing VLC courses to version 6.3 of Blackboard.

Colleges may submit proposals for both centers. However, a college will not receive funding for more than one center at a time. Funding is through state appropriations to the North Carolina Community College System. **Final confirmation and awarding of RFP funds is contingent on approval by the State Board of Community Colleges.**

### Preliminary Time Line

July 20, 2006	Proposal for VLC centers sent to colleges
August 4, 2006	Proposal for VLC centers due to System Office
August 7, 2006	VLC centers selected by System Office selection committee
August 10, 2006	VLC course developer, editor, and converter nomination forms sent to colleges
August 18, 2006	VLC course developer, editor, and converter nomination forms due from colleges
August 18, 2006	VLC centers selected submitted to State Board for approval
September 5, 2006	Meeting of development, editing, and conversion center directors, center instructional design editors, VLC managing editor, and System Office VLC staff
October 3, 2006	Orientation for course developers, editors, and converters completed at centers; course development, editing, and conversion underway

January 8, 2007	Mid-development, editing, and conversion meetings completed
April 13, 2007	Course development, editing, and conversion completed at the center-level
April 27, 2007	Final review by center directors and editors of all courses completed
May 11, 2007	Final review by VLC managing editor and System Office staff of all courses completed
May 11, 2007	All center fiscal obligations submitted to the System Office
May 25, 2007	All courses available for System Office Blackboard posting and college use
June 5, 2007	Wrap-up meeting of center directors, instructional design editors, VLC managing editor, and System Office staff

## **Roles and Expectations**

### **A. Course Developers and Editors**

- Attend orientation and mid-development meetings (travel compensated).
- Work collaboratively to write and edit the course content (through online work) according to the project specifications and in a module design format.
- Course Editors will follow an editing plan.
- Course Developers will create their course using the VLC Template.
- Course development/editing will be complete by April 13, 2007. No payments will be authorized until the Center Director, Center Editor, VLC Managing Editor and the System Office have all approved the course.
- Ongoing communication throughout the development year with the Center Director, fellow developers/editors, and Center Editor.
- Pace your work throughout the cycle so there is plenty of time for feedback around due dates.
- All work developed is the intellectual property of the NCCCS Virtual Learning Community.

### **B. Center Instructional Design Editors**

Each Center Director will contract with a Center Instructional Design Editor approved by the System Office. The Center Instructional Design Editor is expected to perform the following tasks:

- Attend an orientation and mid-point review meeting and additional meetings determined to be necessary by the Center Director, VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP
- Collaborate with the Center Director and the VLC Managing Editor to prepare course development, editing, and conversion plans

- Provide HTML, formatting, and other technical expertise to facilitate successful completion of course development, editing, and conversion
- Facilitate a mid-development meeting with center staff and course developers, editors, and converters
- Train faculty engaged in course development, editing, and conversion in Blackboard use, HTML formatting, and VLC Online Course Template and standards as needed
- Ensure that Center outcomes are met by closely monitoring faculty involved in the development, editing, and conversion of courses by providing leadership, advice, motivation, instruction, and encouragement
- Ensure that all courses conform to the VLC Online Course Template, copyright laws, and the Americans with Disabilities Act guidelines
- Complete final check-out of all Center courses by April 27, 2007

### **C. VLC Managing Editor**

Each VLC Center Director will contract with the VLC Managing Editor determined by the System Office. This role supports the work of the Center Instructional Design Editors by working in concert with the System Office VLC Staff to ensure that all VLC courses are aligned with the Online Course Template, standards, and philosophy. The VLC Managing Editor is expected to perform the following tasks:

- Attend an orientation and mid-point review meeting and additional meetings determined to be necessary by the Center Director, Instructional Design Editor, VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP
- Collaborate with the Center Director and the Instructional Design Editor to prepare course development, editing, and conversion plans
- Provide HTML, formatting, and other technical expertise to facilitate successful completion of course development, editing, and conversion activities
- Assist in the training of course developers, editors, and converters in Blackboard use, HTML formatting, and VLC Online Course Template and standards as needed
- Correspond regularly with Center Directors and Center Instructional Design Editors to provide assistance and guidance to ensure that all course development, editing, and conversion is on track to meet RFP deadlines
- Provide periodic updates and a mid-point summary report on RFP completion to System Office staff
- By May 11, 2007, complete a final review of all courses, certify that all work has been completed and certify that courses conform to the VLC Online Course Template, copyright laws, and the Americans with Disabilities Act guidelines
- Provide a final written summary report of all Center(s) activities and feedback on course development, editing, and conversion processes to the System Office at the wrap-up meeting on June 5, 2007

### **System Office Expectation of Center Outcomes**

The list of courses to be developed and edited is based on the identification of courses needed to complete specific programs. Each center must complete the development and editing of all courses listed. The courses to be included in the conversion process will include existing VLC courses developed with versions less than 6.3 of Blackboard. The NCCCS reserves the right to modify the list of center duties and expectations as priorities emerge at the system level from the time of this release to the time actual work begins at the centers.

## Center 1: Course Development Center

### A. Courses to be Developed

Course Number	Course Name
BIO 120 Lecture	Introductory Botany
BIO 130 Lecture	Introductory Zoology
CHM 131 Lab	Gen, Org, & Biochemistry Lab*
CHM 135 Lecture	Survey of Chemistry I
CHM 135 Lab	Survey of Chemistry I Lab*
MAT 175	Precalculus
MAT 175A	Precalculus Lab
MAT 271	Calculus I
MAT 272	Calculus II
MAT 273	Calculus III
MAT 285	Differential Equations
PHY 110 Lecture	Conceptual Physics
<b>Note:</b> all courses in this table must be developed	

**\*Note:** Chemistry labs will be developed using Late Nite Labs software. This software was selected based on recommendations generated from software evaluations conducted during the 2005-2006 fiscal year.

### B. Evaluation of Lab Software

This Center will also research, evaluate and recommend software to be used in the future development of physics and biology lab courses.

## Center 2: Course Editing and Conversion Center

### A. Courses to be Edited

Course Number	Course Name
ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
BIO 111	General Biology I
BIO 112	General Biology II
CHM 131	Introduction to Chemistry (Lecture)
CHM 132	Organic & Biochemistry
COM 110	Introduction to communication
COM 120	Interpersonal Communication
COM 231	Public Speaking
ECO 251	Principles of Microeconomics

ECO 252	Principles of Macroeconomics
ENG 111	Expository Writing
ENG 112	Argument Based Research
ENG 113	Literature Based Research
ENG 114	Professional Research & Reporting
ENG 131	Introduction to Literature
ENG 231	American Literature I
ENG 232	American Literature II
ENG 241	British Literature I
ENG 242	British Literature II
ENG 261	World Literature 1
ENG 262	World Literature II
GEO 111	World Regional Geography
HEA 110	Personal Health & Wellness
HIS 121	Western Civilization I
HIS 122	Western Civilization II
HIS 131	American History I
HIS 132	American History II
HUM 110	Technology & Society
HUM 115	Critical Thinking
HUM 122	Southern Culture
HUM 150	American Women's Studies
HUM 160	Introduction to Film
MAT 140	Survey of Mathematics
MAT 151	Statistics I
MAT 161	College Algebra
MUS 110	Music Appreciation
PHI 240	Introduction to Ethics
POL 120	American Government
PSY 150	General Psychology
PSY 241	Developmental Psychology
PSY 281	Abnormal Psychology
REL 110	World Religions
SOC 210	Introduction to Sociology
SOC 213	Sociology of the Family
SOC 220	Social Problems
SPA 111	Elementary Spanish I
<b>Note:</b> all courses in this table must be edited	

## B. Course Conversion

The Center Director will contract with faculty to convert approximately 140 existing VLC courses to version 6.3 of Blackboard. The Center Director, Instructional Design Editor, VLC Managing Editor, and System Office Staff will collaborate in the identification of these courses.

The list of courses to be converted will be provided upon awarding of the RFP.







