

**Request for Applications
Program Year 2009 Skill Standards-Based
Curriculum Development Incentive Projects**

SEPTEMBER 2008

Released by Del Mar College to support the infusion of Texas Skill Standards Board recognized skill standards into community and technical college workforce curriculum.

SECTION I. General Information

SEPTEMBER 2008

Del Mar College, as administrator of the Perkins state leadership project, Technical Assistance for Skills Assessment, Plans of Study, and Incentive Grants, is requesting applications for single-year curriculum development projects to incorporate Texas Skill Standards Board (TSSB) recognized skill standards into new or existing college workforce curriculum. These projects pertain to two of the core indicators of performance, "Technical Skill Attainment" and "Credential, Certificate, or Diploma," under the *Carl D. Perkins Career and Technical Education Improvement Act of 2006* (see Section II) and the goals and objectives for Perkins State Leadership Projects. Funding is through the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and will be awarded by Del Mar College as an incentive to colleges that meet specific criteria related to the use of skill standards in career and technical education in community and technical colleges in Texas.

Project Categories

Skill Standards-Based Curriculum Development Incentive Projects for Program Year 2009 (PY09) will be funded by three project types as listed below. Specific information on each project category is provided in Section III. A side-by-side summary of the project types, required criteria, and deliverables is provided in Section VI.

Type 1

This project type is applicable where:

- 1) there are skill standards recognized (or conditionally recognized) by the TSSB; and
- 2) a college intends to incorporate those standards into a new or existing workforce Level 2 Certificate or Associate Degree program.

Type 2

This project type is applicable where:

- 1) there are no skill standards recognized (or conditionally recognized) by the TSSB;
- 2) a DACUM or other valid skills analysis was developed within the past three years as the basis of the program's curriculum or will be conducted as the first action of the project, which can be developed into skill standards; and
- 3) a college intends to bring the skill standards to the TSSB for recognition and to incorporate those standards into a new or existing workforce Level 2 Certificate or Associate Degree program.

Type 3

This project type is applicable where:

- 1) there are skill standards recognized by the TSSB;
- 2) there is a TSSB-recognized program curriculum integrated with TSSB-recognized skill standards; and
- 3) a college intends to adopt the TSSB-recognized program's curriculum and apply for TSSB Program Recognition under the TSSB's replication policy.

(Note: This type of grant is ideal for colleges that are required to have common curricula across a district.)

Request for Applications

This Request for Applications (RFA) is a process that is being implemented by Del Mar College in September – October 2008, and involves three steps. Because the incentive awards will be granted by Del Mar College to colleges for specific curriculum deliverables, the application for these awards WILL NOT require colleges to request a specific amount of funding nor to provide any input amounts or costs of resources or personnel. A total of \$50,000 is available for incentive awards.

Step 1: Submission of Application

All interested applicants shall apply to Del Mar College in response to this RFA by completing the Application for Skill Standards-Based Curriculum Development Incentive Projects. A separate application is required for each curriculum to be developed. Instructions for completing the application are located in Section IV. The forms in the application packet are available as Microsoft Word interactive forms that may be downloaded and completed electronically. The application is provided on the Del Mar College web site (www.delmar.edu/incentive_awards.htm) or the TSSB (www.tssb.org) web site in the Community and Technical Colleges section.

All applicants shall submit a completed application, including a copy of the Application Cover Page with original signatures. Detailed instructions on how to complete the application are found in Section IV. The completed application shall be e-mailed to llee@delmar.edu and the original signed cover page shall be mailed or delivered to the following address by the due date:

Larry D. Lee, Ph.D.
Chairperson/Professor, Computer Science and Information Technology
Del Mar College
101 Baldwin Blvd.
Corpus Christi, TX 78404-3897

The deadline for submission of the application is **Monday, October 20, 2008**.

Step 2: Screening and Selection

All applications will be screened by a review committee appointed by Del Mar College. The screening will be based on criteria specified in Section III. In order to be considered for an incentive award, an application must meet, at a minimum, the criteria for the type of award applied for. Those applications that meet the specified criteria will then be considered for an incentive award.

Step 3: Notification of Award

Selected applicants will be notified of their successful application and the amount of the incentive award for which they are approved to pursue the deliverables. Submitters of non-selected applications shall receive an electronic notification that the application was not chosen for incentive funds.

Requests for Clarification

For questions contact:
llee@delmar.edu

Web Location of Documents Referenced in This RFA

- The Carl D. Perkins Vocational and Technical Education Act of 2006
<http://www.theccb.state.tx.us/OS/Grants/Perkins>
- The Texas Higher Education Plan: *Closing the Gaps by 2015*
<http://www.theccb.state.tx.us/ClosingtheGaps/>
- Texas State Plan for Career and Technical Education – 2008-2013, under the Carl D. Perkins Career and Technical Education Improvement Act of 2006
<http://www.tea.state.tx.us/cte/Accountability/StatePlanFinal111607.pdf#xml=http://www.tea.state.tx.us/cgi/texis/webinator/search/xml.txt?query=Perkins+State+Plan>
- Guidelines for Instructional Programs in Workforce Education (*GIPWE*)
<http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/gipwe.htm>
- Workforce Education Course Manual (*WECM*)
<http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/default.cfm>
- *A User's Guide: Incorporating Skill Standards into Community and Technical College Curriculum*
<http://www.tssb.org/index2.htm> (Select Community and Technical Colleges from the left navigation bar, then Toolkit for Integrating Skill Standards into Your Technical Curriculum.)

Other Helpful Website Information

For details on the Program Recognition process, see the TSSB website at www.tssb.org, Community and Technical Colleges section, Program Recognition Application and Renewal page.

For examples of TSSB-recognized programs and samples of program recognition application documents submitted, see TSSB web site, Community and Technical Colleges section, TSSB-Recognized Programs page.

For an example of a TSSB-recognized skill standard developed under a Type 2 incentive award, see the Geographic Information Systems Technician skill standards in the Texas Skill Standards Repository on the TSSB web site at www.tssb.org.

SECTION II. Related Perkins Postsecondary Performance Indicators

These Skill Standards-Based Curriculum Development Projects may help community and technical colleges meet two of the Perkins IV postsecondary core indicators of performance. One of the major goals of these projects is to provide an incentive to integrate TSSB-recognized skill standards into curriculum and successfully achieve TSSB Program Recognition. Program recognition could potentially address indicators 1P1 and 2P1, as follows.

1P1: Technical Skill Attainment – *number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year.*

As part of TSSB Program Recognition, colleges must develop assessments that measure students' attainment of the skill standards content. Such assessments, which are aligned with industry-defined and industry-recognized standards that are recognized by the TSSB, the state authority for the Texas skill standards system, would appear to directly address the technical skill attainment performance indicator.

2P1: Credential, Certificate, or Diploma – *number of CTE concentrators who received an industry-recognized credential, a certificate, or a degree during the reporting year.*

TSSB Program Recognition could potentially be used as an "industry-recognized credential (certificate or degree)." TSSB's third-party endorsement of curriculum integrated with industry-recognized skill standards (Program Recognition) is formally acknowledged through a "quality seal" affixed to a student college-issued credential (certificate or diploma). If the federal Office of Vocational and Adult Education allows the TSSB seal affixed to a student diploma to be used as a proxy for an industry-recognized credential, it would appear to meet the credential, certificate or diploma performance indicator.

SECTION III. Specifications for Applications

Eligible Applicants

Eligible applicants for these incentive awards to incorporate skill standards into workforce curriculum are public postsecondary institutions in Texas - public community, technical, or state colleges.

Colleges may not receive a Type 1 incentive award to integrate skill standards into a program area that has already received TSSB recognition. However, colleges may apply for a Type 3 award to replicate the curriculum of an existing TSSB-recognized program. For a list of the TSSB-recognized programs, see the Community and Technical Colleges section of the TSSB web site at www.tssb.org.

Award Type 1 Applications – Criteria and Deliverables

CRITERIA for Applications

Required: Application must document:

Willingness to use recognized (or conditionally recognized) TSSB skill standards for incorporation into curriculum.

- ✓ Outcome is a workforce education curriculum with Certificate Level Two or Associate Degree exit.
- ✓ Demonstration of employer demand and occupational growth in local region and Texas.
- ✓ Demonstration of collaboration with TSSB staff or willingness to do so.
- ✓ Willingness to utilize TSSB “A User’s Guide” (available at www.tssb.org) and to incorporate and teach all the skill standards elements.
- ✓ Demonstration of links to industry and utilization of industry input.
- ✓ Experience with developing or using skill standards or job analyses.
- ✓ Local industry support of program development.
- ✓ Assurance with President’s signature of submission of curriculum for TSSB program recognition.

DELIVERABLES

Required: Application must document:

- ✓ New or revised workforce education Level Two Certificate or Associate Degree with sequenced courses and WECM descriptors.
- ✓ Successful Texas Higher Education Coordinating Board (THECB) approval, if required, of revised or new program by August 1, 2009.
- ✓ Successful application to TSSB for Program Recognition, submitted no later than Friday, August 7, 2009.
- ✓ Sign off on TSSB Program Recognition application by program’s industry advisory committee chair (as per TSSB Program Recognition application).

Award Type 2 Applications – Criteria and Deliverables

CRITERIA for Applications

Required: Application must document:

- ✓ DACUM or valid Skills Analysis conducted within past three years as basis for program’s curriculum OR commitment to conduct skills analysis, with TSSB staff member attending as observer, as first action of project.
- ✓ Work skill data generated by industry subject matter experts (SME) with statewide representation of occupational area.
- ✓ Commitment to translate skills analysis data into skill standards.
- ✓ Commitment to engage same panel of industry SMEs to translate original skills analysis data into skill standards, and generate any additional skill standards elements needed.
- ✓ Agreement to finalize skill standards within 3-6 months; finalize curriculum by end of program year.
- ✓ Resulting skill standards must represent a separate occupational area, not a specialty or knowledge area of an existing occupation.
- ✓ Outcome is a workforce curriculum with Level Two Certificate or Associate Degree.
- ✓ Demonstration of new or emerging industry area as important to Texas economy.
- ✓ Collaboration with TSSB staff or can demonstrate willingness to do so.
- ✓ Willingness to utilize TSSB “A User’s Guide” (available at www.tssb.org).
- ✓ Experience with developing or using skill standards.
- ✓ Assurance with President’s signature of submission of skill standards and curriculum for TSSB recognition.

DELIVERABLES

Required:

- ✓ Successful submission of skill standards for TSSB recognition.
- ✓ New or revised workforce Level 2 Certificate or Associate Degree with sequenced courses and WECM descriptors.
- ✓ Successful THECB approval, if required, of revised or new programs by August 1, 2009.
- ✓ Successful application to TSSB for Program Recognition, submitted no later than Friday, August 7, 2009.
- ✓ Sign off on TSSB Program Recognition application by program's industry advisory committee chair (as per TSSB Program Recognition application).

Award Type 3 Applications – Criteria and Deliverables

CRITERIA for Applications

Required: Application must document:

- ✓ Willingness to replicate curriculum of TSSB-Recognized Program integrated with TSSB recognized (or conditionally recognized) skill standards.
- ✓ Outcome is a workforce education curriculum with Level Two or Associate Degree exit.
- ✓ Demonstration of employer demand and occupational growth in local region and Texas.
- ✓ Demonstration of collaboration with TSSB staff or willingness to do so.
- ✓ Willingness to utilize "A User's Guide" (available at www.tssb.org) and to incorporate and teach all the skill standards elements.
- ✓ Demonstration of links to industry and utilization of industry input.
- ✓ Experience with developing or using skill standards or job analyses.
- ✓ Local industry support of program development.
- ✓ Assurance with President's signature of submission of curriculum for TSSB program recognition.

DELIVERABLES

Required: Application must document:

- ✓ New or revised workforce education Level Two Certificate or Associate Degree with sequenced courses and WECM descriptors.
- ✓ Replicated curriculum of TSSB-Recognized Program integrated with TSSB recognized (or conditionally recognized) skill standards.
- ✓ Successful THECB approval, if required, of revised or new program by August 1, 2009.
- ✓ Successful application to TSSB for Program Recognition under replication policy, submitted no later than Friday, August 7, 2009.
- ✓ Sign off on TSSB Program Recognition application by program's industry advisory committee chair (as per TSSB Program Recognition application).

ALL APPLICANTS

Additional Criteria

Required:

- ✓ **Compliance with GIPWE** – Application shall indicate adherence/compliance with applicable sections of the *GIPWE*, including *WECM course requirements*.

Range Of Incentive Awards - \$50,000 total available

Grant Type 1 – funding at \$5,000.

Grant Type 2 – funding at \$20,000.

Grant Type 3 – funding at \$1,500.

Contracts

It shall be the responsibility of each institution that is selected for an incentive grant to ensure that the required deliverables are achieved in a timely manner. The grant period corresponds with the program year ending on August 31, 2009.

Contract Provisions

All applicants should carefully review the Provisions and Assurances, the Special Provisions and Assurances, all schedules, and certifications prior to submitting an application. Original signatures on the Application Cover Page shall signify agreement with adhering to the criteria, process and execution of deliverables.

Application Review Process

The application review process shall begin as soon as practical after receipt. Each applicant who submitted an application shall be notified by email of action taken.

SECTION IV. Instructions to Complete the Application

Application Forms

The Application for Skill Standards-Based Curriculum Development Incentive Projects must be completed and submitted electronically (except the Application Cover Page) to Del Mar College at: llee@delmar.edu. The Application Cover Page must be completed, printed, and submitted in hard copy with original signatures to the address below. A separate application shall be submitted for each curriculum development project. The entire application must be received by Del Mar College by the deadline of **Monday, October 20, 2008**.

All application requirements shall be submitted before a Notification of Award is released.

Delivery Mailing Address:

Larry D. Lee, Ph.D.
Chairperson/Professor, Computer Science and Information Technology
Del Mar College
101 Baldwin Blvd.
Corpus Christi, TX 78404-3897
(361) 698-1299

Format

The application forms are available at both the Del Mar College and TSSB web sites as interactive Microsoft Word forms that can be completed electronically. (See Section I. Step 1: Submission of Application.)

Application Contents

The contents of the application are:

- Part A - Application Cover Page
- Parts B through D
- Provisions and Assurances

Contents

A. Application Cover Page

- **Curriculum Development Project Title:** Choose a title for the project, limited to 75 characters.
- **Project Classification - Type of Incentive Project Application:** Specify Type 1, Type 2, or Type 3.
- **If Project Type 1, TSSB Recognized Skill Standards that will be used:** Applicants shall state the title of the TSSB-recognized (or conditionally recognized) skill standards that will be integrated into the sequenced curriculum. (See Texas Skill Standards Repository on the TSSB web site at www.tssb.org.)
- **If Project Type 2, Title of Skill Standards to be developed:** Applicants shall propose a title for the skill standards that will be developed from a relevant skills analysis, presented to the TSSB for recognition, and integrated into the sequenced curriculum.
- **If Project Type 3, TSSB-Recognized Program that will be used:** Applicants shall state the name of the TSSB-Recognized Program and award of the college curriculum that will be replicated for TSSB Program Recognition. (See Community and Technical Colleges section, Recognized Programs page, of TSSB web site at www.tssb.org for a list of TSSB-recognized programs.)
- **Applicant Institution:** Enter the name of the institution that shall develop the deliverables.
- **Project Director:** Enter the name of the individual who will be responsible for carrying out the curriculum development project, if different from the Perkins Contact (below).
- **Perkins Contact:** Enter the name of the official Perkins contact of your institution, if applicable. Multi-campus districts shall use the district Perkins Contact. The Perkins contact shall receive an email notification of receipt of the Application.

B. **Project Summary:** Provide a brief description of the overall approach or methodology of the curriculum development activity and the anticipated length to completion. Include a timeline with key milestones and anticipated dates to be completed.

C. **Project Outcomes:** Clearly identify the deliverables that will be achieved.

D. **Application Criteria:** Provide information to clearly convey how the applicant meets the required criteria for the type of grant being applied for.

SECTION V. Contract Provisions and Assurances

Statement of provisions and assurances for the program(s) in this application:

A. As used in these Provisions and Assurances,

"Applicant" means the same as "Institution";

"Application" means the entire package submitted by the Applicant;

"Contract" means the entire document, whatever its name or form, of which these Provisions and Assurances, Certifications, and schedules are a part;

"Coordinating Board" means the Texas Higher Education Coordinating Board;

"Project" means the same as "Curriculum Development Activity"

"Proposal" means the same as "Application"

"Quote" means the same as "Application;" and

This agreement constitutes the entire agreement between Del Mar College and an Institution for delivery of the required grant outcomes.

Any alterations, additions, or deletions to the terms of this grant which are required by changes in federal law or regulations shall be automatically incorporated into this contract and shall become effective on the date designated by such law or regulation. **The Chief Executive Officer of the Applicant's Institution shall sign the Application.**

The signing of the Application Cover Page by applicant indicates acceptance of all requirements described in this section

SECTION VI. Summary of Project Types at a Glance

