

# Illinois Community College Board



Alexi Giannoulis  
Chairman

Dr. Karen Hunter Anderson  
Executive Director

**TO: All Currently Funded ICCB AEFL Programs**

**FROM: Jennifer K. Foster, Associate Vice President for Adult Education and Family Literacy and Workforce Education**  
**Jay Brooks, Director for Adult Education Data and Accountability**

**DATE: Wednesday, October 22, 2014**

**SUBJECT: Request for Proposal – FY2015 Adult Education Distance Learning and Lab Based Learning Pilot**

## PURPOSE

Currently funded ICCB AEFL Programs are invited to submit proposals to participate in the FY2015 Adult Education Distance Learning and Lab Based Learning Pilot. ICCB's goal is to expand distance and lab based learning opportunities to adult education students enrolled in Adult Basic Education, Adult Secondary Education, High School Credit and English as a Second Language programming. Participation in this pilot will require programs to plan, develop, implement and evaluate a pilot offering online learning opportunities through an approved curriculum either at a distance, through a learning lab, or in a blended or hybrid format. Additional ICCB AEFL funding will not be provided to programs selected to participate. However, existing funds can be utilized for this pilot if the proposal is accepted as a part of the pilot project.

## APPLCIATION

Applicants must fully complete and submit the following two documents.

### 1. Distance and Lab Based Learning Data (Excel)

*Applicant must provide a response to each question and when applicable select an option from the provided drop down menu. Cells highlighted in yellow indicate a response is needed.*

- Enrollment Type – Applicants have the option to design a pilot using one or any combination of the following enrollment types.
    - ❖ At a Distance – Asynchronous instruction provided entirely through an online platform \*Students are still required to pre and post test (with the exception of post testing for ASE High) face to face
    - ❖ Learning Lab – Asynchronous or synchronous instruction provided entirely through an online platform accessed at a program provided computer lab
    - ❖ Hybrid - At a Distance or Learning Lab programming offered in conjunction with face to face instruction
  - Instructional Category to be Served – Applicants should plan and develop a pilot that targets one or more specific instructional categories. The instructional category or categories must be selected from the drop down menu options.
  - Course(s) Offered – Applicants must determine whether they will use an existing course to offer the pilot programming, if a new course will need to be created, or if they will use both options. If creating a new course and selected to participate, the applicant will be required to submit the appropriate paperwork for a course addition. If using existing course(s), provide the course code(s) along with the PCS and CIP code(s).
  - Assessment to be used for Pre and Post Testing – Applicant must identify which ICCB approved assessment will be used to pre and post test students (post test not required for ASE High). The assessment must have approval for use with AEFL students from ICCB (TABE, CASAS, BEST Literacy, and BEST Plus) and must be appropriate for the instructional type.
  - Expected Number of Students to be Served – Applicant must determine the minimum and maximum number of students they plan to serve during the pilot.
  - Projected Launch Date – Identify the projected date classes will begin. The pilot must conclude by June 30, 2015.
  - Educational Software to be Used – Applicants are required to select and use an existing software program as the instructional tool for the pilot. The software program for the pilot must be approved by ICCB through this RFP.
  - Provide a link to the Software's Website – Applicants must provide a link to the selected software's website for consideration and review.
  - Estimated Costs for the Software – Applicant must estimate the total cost of purchasing the software for the duration of the pilot.
- Fund Source(s) for the Pilot – Applicant must identify all sources of funding planned to support the cost of the pilot. Additional ICCB AEFL funding will not be provided to programs selected to participate in this pilot. However, existing funds can be utilized for this pilot if the proposal is accepted as a part of the pilot project.
- Method to Track Attendance Hours - Proxy contact hours must be tracked through one of the following methods. Applicants must identify which method will be used. The method must be compatible with the selected software and attendance records must be maintained by the program. In addition, all classes must be set up as Individualized Instruction in DAISI.
    - ❖ Clock Time – Elapsed time that a learner is engaged online or with software that tracks time as reported by the software program
    - ❖ Learner Mastery – Hours based on the learner achieving mastery on various lessons or assignments as reported by the software program

- Number of Sessions that will be Conducted in a Classroom – Applicants planning a hybrid learning model must identify the number of times students will meet in a classroom setting. Because these classes must be set up as individualized instruction in DAISI, the number of hours a student attends instruction in a classroom setting must be recorded in place of traditional attendance codes. (e.g., Instead of recording P for present, a numeric value would be recorded.)

## **2. Distance and Lab Based Learning Narrative (Word)**

*In a maximum of **four pages**, applicant must provide a response to each question posed in the format allowed.*

### **SUBMISSION INSTRUCTIONS**

**Application Deadline: The **original application** must be received by the **Illinois Community College Board (ICCB) no later than 4:30pm (CDT) Friday, November 21, 2014.****

Submit to: Illinois Community College Board  
Attn. Jennifer Foster, Associate Vice President  
Adult Education and Family Literacy and Workforce Development  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711

**In addition, an electronic copy of the application must be submitted to:**  
**[submitrfp@iccb.state.il.us](mailto:submitrfp@iccb.state.il.us) no later than 4:30pm (CDT) Friday, November 21, 2014.**

**SPECIAL NOTE:** The subject line of the email should read as follows:

<b>FY15 Distance and Lab Pilot RFP [Insert Applicant's name here]</b>
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**Direct Questions to:** Jay Brooks, Director for Adult Education Data and Accountability  
[jay.brooks@illinois.gov](mailto:jay.brooks@illinois.gov)  
618/942-7460