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| **REQUEST FOR PROPOSAL****FY15 ADULT EDUCATION****DISTANCE AND LAB BASED LEARNING PILOT** |

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| **Program Name:** |  |

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

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| **1. Explain why the program wants to develop an online distance or lab based learning program and how this will enhance the program’s instructional offerings.** |

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| **2. Describe how online distance learning and/or lab based learning will be delivered.** |

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| **3. Students enrolled in online distance learning and/or lab based learning are required to be pre and post-tested. (Exception – if serving only ASE High, no post-test required).** **Describe the proposed assessment process for the pilot.**  |

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| **4. How will the program ensure the instructor selected to lead/facilitate this class has the appropriate experience and professional development to be successful?**  |

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| **5. Describe the eligibility requirements for students to participate in this pilot (i.e., the desired entry characteristics including skills, knowledge, abilities). Further describe if students enrolled will also be engaged in other classroom instruction.**  |

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| **6. How do you propose to retain students? Will any weekly or bi-weekly activity requirements be established for students to be considered active participants and continue in the class? If so, how will students be notified if they are failing to meet that level of participation?** |

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| **7. Describe your plan and process for evaluating the pilot. Identify measurable indicators of success, data sources that will be used to monitor and verify success, the frequency of evaluation, staff that will be responsible, and how feedback will be shared.**  |