

# FY15 Adult Education Distance Learning & Lab Based Learning Pilot

## REQUEST FOR PROPOSAL



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In an effort to provide distance learning and lab based learning opportunities to all Adult Education students, the Illinois Community College Board is releasing a request for proposal for participation in a pilot.

# Current ICCB Distance Learning Policy

**Individualized instruction** is a format used only for at-a-distance classes and can currently only be used with i-Pathways. This format is designed to report activity for individuals enrolled in i-Pathways at-a-distance instruction only. With this class format, attendance is reported only through numeric values. Currently, one hour of attendance is granted for each i-Pathways lesson a student completes with 70% accuracy or greater.

- The class has an assigned instructor who provides direct instruction that is guided by an appropriate curriculum.
- Students must complete an appropriate assessment prior to enrollment in i-Pathways.
- It is strongly encouraged that students who test below the 9.0 reading level not be enrolled in i-Pathways as a distance-learning student. As i-Pathways is expanded, it will include content appropriate for students below this level of instruction.
- The student may enter and exit the program at any time.
- For every lesson successfully completed at the 70% level, the student earns one hour of instruction. The student must complete eight lessons to be claimed for generation in this type of class section.
- Students are enrolled in the class, a class list is generated, and a record of completed units must be available to support all student claims.
- Upon completion or when appropriate, the class exit reason should be recorded for the student.
- Complete class information must be entered into the DAISI data system.
- Attendance hours in a specific class section begin to accrue once a student has earned at least 7.5 hours of attendance in that class section.



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Currently the only ICCB approved distance learning instruction is i-Pathways. i-Pathways is a learning management system with curriculum designed to prepare students at the ASE level for the GED® exam and may be offered as an individualized enrollment option for distance learners, in a hybrid format or as a supplement to curriculum within a fixed or open entry class.

# Request for Proposal

**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.

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ICCB's goal is to expand distance and lab based learning opportunities to adult education students enrolled in English as a Second Language, Adult Basic Education, and High School Credit as well as Adult Secondary Education programming. Programs are invited to submit proposals to participate in the FY15 Adult Education Distance Learning and Lab Based Learning Pilot. 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 if the proposal is accepted as a part of the pilot project.

# Part 1

REQUEST FOR PROPOSAL FY15 ADULT EDUCATION DISTANCE AND LAB BASED LEARNING PILOT		
Program Name:		
<i>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.</i>		
Enrollment Type		
Instructional Category to be Served		
Courses(s) Offered		
Provide Course Code(s), PCS Code(s) and CIP Code(s) if using Existing Course(s) <i>*If not using existing course, enter NA.</i>		
Assessment(s) to be used for Pre and Post Testing <i>(Post testing is not required for ASE High) *Must be one of the assessments approved for use with AEFL students by the ICCB.</i>	ABE/ASE/HSCR	ESL
Expected Number of Students to be Served in Distance and Lab Based Learning Pilot	Minimum	Maximum
Projected Launch Date for Student Enrollment		
Educational Software to be used		
Provide a Link to the Software's Website		
Estimated Costs for Software		
Fund Source(s) for Pilot		
Method to Track Attendance Hours <i>*All classes must be set up as Individualized Instruction in DAISY.</i>		
Estimated Number of Sessions that will be Conducted in a Classroom (Enter 0- if N/A) <i>*For the purposes of this pilot, programs will report all activities through numeric values.</i>		



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The application has two parts, Part 1 requires applicants to design and then identify key components of the proposed pilot. These components include selecting an enrollment type such as at a distance, hybrid, learning lab, or any combination of these options. Applicants will also need to identify the instructional category to be served and the educational software that will be used to serve this population. Complete instructions and descriptions are provided in the RPF memo.

# Part 2

REQUEST FOR PROPOSAL FY15 ADULT EDUCATION DISTANCE AND LAB BASED LEARNING PILOT	
Program Name:	<input type="text"/>
<i>In a maximum of four pages, applicants must provide a response to each question posed in the format allowed.</i>	
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.	
2. Describe how online distance learning and/or lab based learning will be delivered.	
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.	
4. How will the program ensure the instructor selected to lead/facilitate this class has the appropriate experience and professional development to be successful?	
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.	
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?	
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.	

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Part 2 asks applicants to provide a comprehensive yet concise narrative response to a series of questions concerning the purpose, design, and evaluation of the proposed pilot. The narrative response is limited to 4 pages.

# Submission Instructions

**Application Deadline:**  
**Friday, November 21, 2014 at 4:30pm (CDT)**

Submit Original 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

Submit Electronic to: [submitrfp@iccb.state.il.us](mailto:submitrfp@iccb.state.il.us)  
Subject line should read as follows: FY15 Distance  
and Lab Pilot RFP [Insert Applicant's name here]



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RFPs are due, in both hard copy and electronic versions, to the ICCB by 4:30 pm on Friday, November 21.

Complete instructions are provided in the RFP memo.

# Questions

Jay Brooks, Director for Adult  
Education Data and Accountability

[jay.brooks@illinois.gov](mailto:jay.brooks@illinois.gov)

618/942-7460



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If you have any questions, please contact Jay Brooks.