

**Request for Applications  
Program Year 2011 Skill Standards-Based  
Curriculum Development Projects**

**OCTOBER 2010**

**Application Deadline Extended to 1/7/11**

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

**Funded by the Texas Higher Education Coordinating Board from *Carl D. Perkins Career and Technical Education Improvement Act of 2006* State Leadership Funds**

## **SECTION I. General Information**

### **OCTOBER 2010**

Del Mar College, as administrator of the Perkins state leadership project, "Skill Standards-Based Curriculum Development Projects," 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 granted by Del Mar College to colleges that meet specific deliverables 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 Projects for Program Year 2011 (PY11) 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 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 by the TSSB;
- 2) a DACUM or other valid job 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 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 October – November 2010, and involves three steps (as indicated on the following page). Each project type has an associated funding amount (see page 7) that is payable by Del Mar College in increments of 25%, 25%, and 50% for the completion of specific project deliverables. The required deliverables are due in three phases ending on March 25, May 27, and August 26, 2011. Thus, 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 \$60,000 is available for all projects.

### **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 Projects. A separate application is required for each curriculum and program award 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 website ([www.delmar.edu/incentive\\_awards.htm](http://www.delmar.edu/incentive_awards.htm)) or the TSSB website ([www.tssb.org/wwwpages/ctc/index.htm](http://www.tssb.org/wwwpages/ctc/index.htm)).

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](mailto: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.  
Interim Dean, Business, Professional, and Technology Education  
Del Mar College  
101 Baldwin Blvd.  
Corpus Christi, TX 78404-3897

The deadline for submission of the application is **Friday, January 7, 2011**.

### **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 a curriculum development project, an application must meet, at a minimum, the criteria for the type of project applied for. Those applications that meet the specified criteria will then be considered to pursue a project.

### **Step 3: Notification of Approval**

Selected applicants will be notified of their successful application and the type of project for which they are approved to pursue the deliverables. Submitters of non-selected applications shall receive an electronic notification that the application was not approved to pursue a curriculum development project.

### **Requests for Clarification**

For questions contact:  
[llee@delmar.edu](mailto: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/wwwpages/publications/TSSBUsersGuide2.pdf>

## Other Helpful Website Information

For details on the Program Recognition process, see the TSSB website, Community and Technical Colleges section, at: [http://www.tssb.org/wwwpages/ctc/ctc\\_prog\\_app\\_renewal.htm](http://www.tssb.org/wwwpages/ctc/ctc_prog_app_renewal.htm)

For examples of TSSB-recognized programs and samples of program recognition application documents submitted, see TSSB web site, Community and Technical Colleges section, at: [http://www.tssb.org/wwwpages/ctc/ctc\\_recognizedprograms.htm](http://www.tssb.org/wwwpages/ctc/ctc_recognizedprograms.htm).

For an example of TSSB-recognized skill standards developed under a Type 2 incentive project, see the Geographic Information Systems Technician skill standards in the Texas Skill Standards Repository on the TSSB web site at <http://www.tssb.org/wwwpages/repos/index.htm>.

## 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 seed funding 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 projects to incorporate skill standards into workforce curriculum are public postsecondary institutions in Texas - public community, technical, or state colleges.

Colleges may not apply for a Type 1 project 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 website at [http://www.tssb.org/wwwpages/ctc/ctc\\_recognizedprograms.htm](http://www.tssb.org/wwwpages/ctc/ctc_recognizedprograms.htm).

## Type 1 Project Applications – Criteria and Deliverables

### CRITERIA for Applications

#### Required: Application must document:

- ✓ Willingness to use recognized TSSB skill standards for incorporation into curriculum.
- ✓ Outcome is a workforce education curriculum with Level Two Certificate 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, including quarterly progress reports, as requested.
- ✓ Willingness to utilize TSSB “A User’s Guide” (available at [www.tssb.org/wwwpages/publications/TSSBUsersGuide2.pdf](http://www.tssb.org/wwwpages/publications/TSSBUsersGuide2.pdf)) 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.
- ✓ Willingness to cooperate with other colleges seeking program recognition to arrive at a core technical curriculum in the program area, if applicable.

### DELIVERABLES

#### Required: Application must document:

The project must complete the following deliverables, with associated documentation:

- ✓ 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, 2011.
- ✓ Successful application to TSSB for Program Recognition, submitted no later than Friday, August 5, 2011.
- ✓ Sign off on TSSB Program Recognition application by program’s industry advisory committee chair (per TSSB Program Recognition application).

### DOCUMENTATION OF PROGRESS

#### Required:

The project must document progress toward the deliverables in phases, as follows:

#### Phase I (ending 3/25/11):

- ✓ Industry advisory board convened to discuss, and gain local employer support for, integrating skill standards into curriculum.
- ✓ Consultation/technical assistance session or skill standards usage workshop with TSSB staff completed.
- ✓ Institutional process initiated to revise Level 2 certificate or associate degree, as needed.

#### Phase 2 (ending 5/27/11):

- ✓ Application for approval of revised or new program awards submitted to THECB, as needed.
- ✓ Participation in TSSB-facilitated discussion with other Type 1 project colleges in same program area (if any) to determine technical core curriculum.
- ✓ Preliminary assignment of skill standards’ key activities to courses completed and submitted to TSSB staff for review and approval.
- ✓ Submission of Notification of Intent to Apply for Program Recognition to TSSB staff.

#### Phase 3 (ending 8/26/11):

- ✓ Approval of new or revised program award, or confirmation that approval not required, received from THECB by 8/1/11.
- ✓ Completion of revised syllabi and any supporting class materials.

- ✓ Completed TSSB program recognition application, including cover page, final key activities/courses matrix, and course syllabi, submitted by Fri., 8/5/11, and approved by TSSB.

## Type 2 Project Applications – Criteria and Deliverables

### CRITERIA for Applications

#### Required: Application must document:

- ✓ DACUM or other valid job 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 or representation from areas of state where there is significant industry concentration
- ✓ Commitment to translate job analysis data into skill standards.
- ✓ Commitment received from statewide panel of industry SMEs to translate original job analysis data into skill standards, and generate any additional skill standards elements needed. (This involves industry SMEs' participation in one full-day conference call session and completion of two one-hour on-line surveys.)
- ✓ 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, including quarterly progress reports, as requested.
- ✓ Willingness to utilize TSSB "A User's Guide," (available at: [www.tssb.org/wwwpages/publications/TSSBUsersGuide2.pdf](http://www.tssb.org/wwwpages/publications/TSSBUsersGuide2.pdf) and to incorporate and teach all the skill standards elements in the program.
- ✓ Experience with developing or using skill standards.

### 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, 2011.
- ✓ Successful application to TSSB for Program Recognition, submitted no later than Friday, August 5, 2011.
- ✓ Sign off on TSSB Program Recognition application by program's industry advisory committee chair (as per TSSB Program Recognition application).

### DOCUMENTATION OF PROGRESS

#### Required:

The project must document progress toward the deliverables in phases, as follows:

#### Phase I (ending 3/25/11):

- ✓ DACUM chart of duties and tasks or documented outcome of other accepted job analysis.
- ✓ SME conference to conduct translation of skills analysis data into skill standards completed.
- ✓ Additional elements and draft skill standards generated; draft standards reviewed and validated by SMEs.
- ✓ Institutional process to add Level 2 certificate or associate degree to institution's program inventory initiated, as needed.

Phase II (ending 5/27/11):

- ✓ Submission of finalized skill standards and application package to TSSB for recognition.
- ✓ Application for revised or new program awards submitted to THECB for approval, as needed.
- ✓ Consultation/technical assistance session or skill standards usage workshop with TSSB staff completed.
- ✓ Submission of Notification of Intent to Apply for Program Recognition to TSSB.

Phase III (ending 8/26/11):

- ✓ Approval of new or revised program award, or confirmation that approval not required, received from THECB by 8/1/11.
- ✓ Preliminary assignment of skill standards' key activities to courses completed and submitted to TSSB staff for review and approval by Fri., 6/3/11.
- ✓ Completion of revised syllabi and any supporting class materials.
- ✓ Completed TSSB program recognition application, including cover page, final key activities/courses matrix, and course syllabi, submitted by Fri., 8/5/11, and approved by TSSB.

<b>Type 3 Project Applications – Criteria and Deliverables</b>
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**CRITERIA for Applications**

**Required: Application must document:**

- ✓ Willingness to replicate curriculum of TSSB-recognized program integrated with TSSB 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, including quarterly progress reports, as requested.
- ✓ Willingness to utilize "A User's Guide" (available at <http://www.tssb.org/wwwpages/publications/TSSBUsersGuide2.pdf>) 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.

**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 skill standards.
- ✓ Successful THECB approval, if required, of revised or new program by August 1, 2011.
- ✓ Successful application to TSSB for Program Recognition under replication policy, submitted no later than Friday, August 5, 2011.
- ✓ Sign off on TSSB Program Recognition application by program's industry advisory committee chair (per TSSB Program Recognition application).

## DOCUMENTATION OF PROGRESS

### Required:

The project must document progress toward the deliverables in phases, as follows:

#### Phase I (ending 3/25/11):

- ✓ Industry advisory board convened to discuss, and gain local employer support for, integrating skill standards into curriculum.
- ✓ Consultation/technical assistance session or skill standards usage workshop with TSSB staff completed.
- ✓ Institutional process initiated to revise Level 2 certificate or associate degree, as needed.

#### Phase 2 (ending 5/27/11):

- ✓ Application for approval of revised or new program awards submitted to THECB, as needed.
- ✓ Participation in TSSB-facilitated discussion with TSSB-recognized programs in same program area to determine technical core curriculum, as appropriate.
- ✓ Preliminary assignment of skill standards' key activities to courses completed and submitted to TSSB staff for review and approval.
- ✓ Submission of Notification of Intent to Apply for Program Recognition to TSSB.

#### Phase 3 (ending 8/26/11):

- ✓ Approval of new or revised program award, or confirmation that approval not required, received from THECB by 8/1/11.
- ✓ Completion of revised syllabi and any supporting class materials.
- ✓ Completed TSSB program recognition application, including cover page, final key activities/courses matrix, and course syllabi, submitted by Fri., 8/5/11, and approved by TSSB.

## 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 Projects - \$60,000 total available

**Type 1 Project** – funding at \$6,000.

**Type 2 Project** – funding at \$20,000.

**Type 3 Project** – funding at \$2,000.

### Contracts

It shall be the responsibility of each institution that is selected to pursue an incentive project to ensure that the required deliverables are achieved in a timely manner. The grant period corresponds with the program year ending on August 31, 2011.

### 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 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 **Friday, January 7, 2011**.

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

### Delivery Mailing Address:

Larry D. Lee, Ph.D.  
Interim Dean, Business, Professional, and Technology Education  
Del Mar College  
101 Baldwin Blvd.  
Corpus Christi, TX 78404-3897  
(361) 698-1700

### 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 Project Application:** Specify Type 1, Type 2, or Type 3.
- **If Type 1 Project, TSSB-Recognized Skill Standards that will be used:** Applicants shall state the title of the TSSB-recognized skill standards that will be integrated into the sequenced curriculum. (See list of standards in the Texas Skill Standards Repository on the TSSB web site at [www.tssb.org/NewVersion/repos/index.htm](http://www.tssb.org/NewVersion/repos/index.htm).)
- **If Type 2 Project, Title of Skill Standards to be developed:** Applicants shall propose a title for the skill standards that will be developed from a relevant job analysis, presented to the TSSB for recognition, and integrated into the sequenced curriculum.
- **If Type 3 Project, TSSB-Recognized Program that will be used:** Applicants shall state the name of the TSSB-recognized program and credential (level 2 certificate or AAS degree) of the college curriculum that will be replicated for TSSB Program Recognition. (See Community and Technical Colleges section, TSSB web site at

[http://www.tssb.org/wwwpages/ctc/ctc\\_recognizedprograms.htm](http://www.tssb.org/wwwpages/ctc/ctc_recognizedprograms.htm) 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 at 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 (and skill standards, if applicable) development activity and the anticipated length to completion. Include a timeline with key quarterly 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"

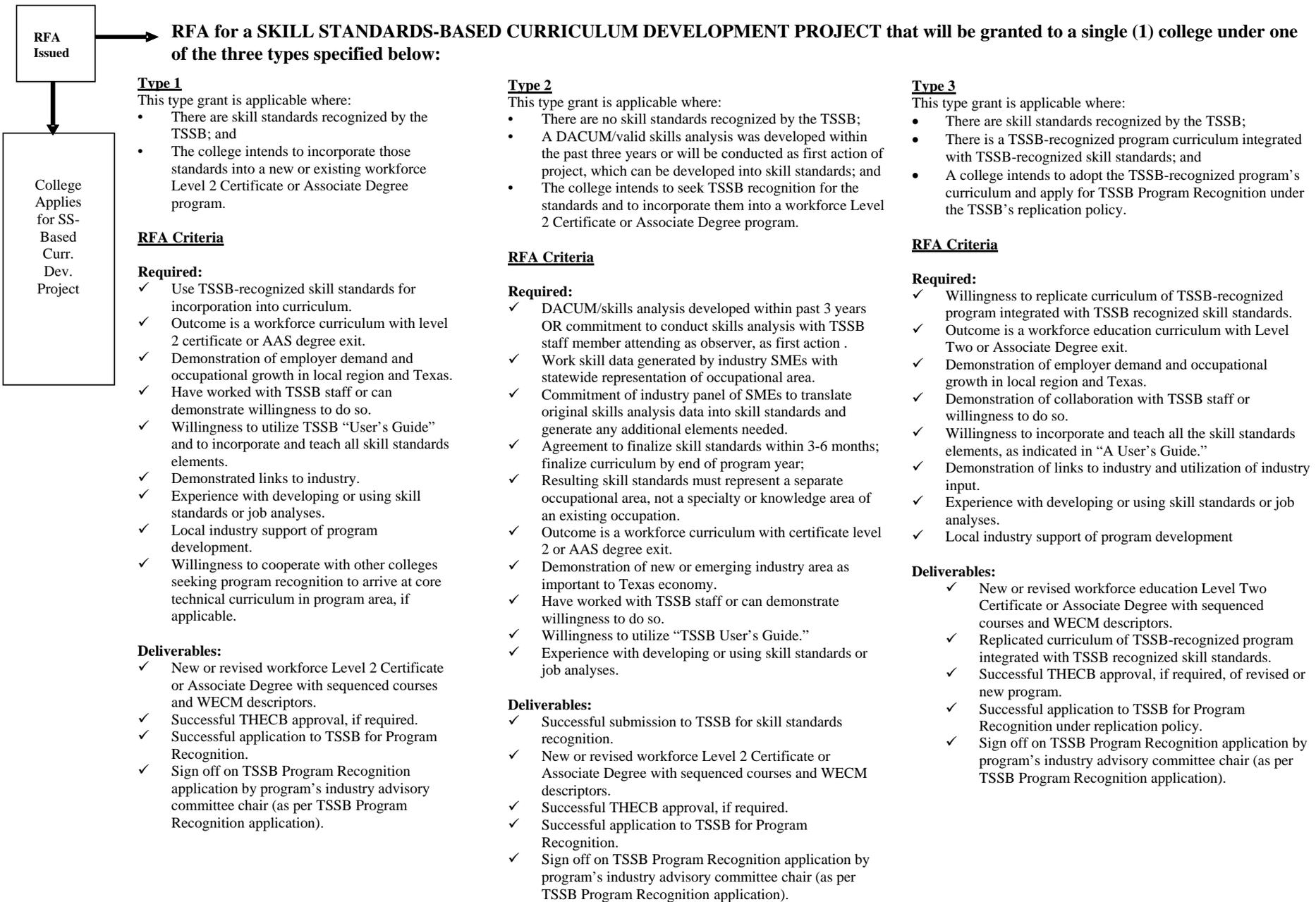
"Quote" means the same as "Application;" and

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



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