



**West Virginia Higher Education Policy Commission  
Regents Bachelor of Arts - Today  
Request for Proposals -  
Accelerated, Compressed Time-frame Courses**

**I. Grant Opportunity**

The West Virginia Higher Education Policy Commission is sponsoring grants for the development of accelerated or compressed time-frame courses for offering as part of the new RBA Today degree program that will increase educational opportunities for adults across West Virginia:

1. Inter-institutional grant (three to five institutions) for development of a 15-hour Organizational Leadership area of emphasis within the RBA Today Degree - \$50,000
2. Twenty \$5,000 grants for development of twenty upper division accelerated RBA Today courses for the general curriculum

**II. Background**

The Higher Education Policy Commission has undertaken a major initiative to enhance the ability of adults to attain a bachelor's degree through a new enhancement to the Regents Bachelor of Arts - the RBA Today. While the Regents Bachelor of Arts has been successfully offered for adults for over 30 years, RBA Today will expand on the existing degree by providing adults with previous college experience greater opportunities to complete a bachelor's degree in an accelerated and flexible format. RBA Today will make available more content areas of emphasis and a significant number of courses offered in compressed time-frames. Courses that are delivered at times convenient for adult students and in flexible formats will be the hallmark of RBA Today.

The emphasis of the RBA Today grant program is to create collections of courses that lead to degree completion in a flexible and accelerated format. WVHEPC will provide leadership and funding for the grant process in an effort to accelerate West Virginia's efforts to assist adults in degree completion. The grant program includes two major areas – 1) an inter-institutional grant for an Organizational Leadership area of emphasis and 2) grants for twenty accelerated courses.

### **III. Inter-institutional Organizational Leadership area of emphasis grant**

The HEPC requests proposals for an accelerated area of emphasis in Organizational Leadership for the Regents Bachelor of Arts (RBA Today) degree. One \$50,000 grant will be awarded to the inter-institutional team (three to five institutions) submitting a proposal for a shared 15-credit curriculum able to be delivered at all West Virginia state colleges or universities offering the RBA. All proposed courses must be initiated by the Fall 2010 term and available in a compressed time-frame or accelerated format. Proposals may be for online or asynchronously delivered courses. Please review eligibility and selection criteria described in the section on grant eligibility. This creation of a 15-credit hour area of emphasis in organizational leadership will be comprised of five upper level courses and will include five complete course manuals, teaching manuals and supporting materials such as syllabi, test bank, and multi-media. Proposals are due by October 15, 2009 and course materials will be due by June 15, 2010. Proposals should not exceed five pages and guidelines for materials for submission are attached. Proposals should be submitted by the chief academic officer of the lead institution.

Course awards will be accompanied by a workshop for awardees November 19, 2009 that provides examples of similar accelerated course models and instructional design standards.

### **IV. Course development grants**

The HEPC requests proposals for accelerated upper division RBA Today courses for the general curriculum. A total of twenty courses will be selected with grant awards of \$5,000 per course. An institution may submit requests for more than one course. Each institutional proposal may be for one or multiple courses, though specific information must be submitted for each of the courses. All selected courses must be available to be delivered at all West Virginia colleges and universities offering the RBA. All proposed courses must be deliverable by the Fall 2010 term and available in a compressed format. Proposals may be for online or asynchronously delivered courses. Please review eligibility and selection criteria described in the section on grant eligibility. Courses developed will include complete course manuals, teaching manuals and supporting materials such as syllabi, test bank, and multi-media. Proposals are due by October 15, 2009 and course materials will be due by June 15, 2010. Proposals should not exceed five pages and guidelines for materials for submission are attached. Proposals should be submitted by the chief academic officer.

Course awards will be accompanied by a workshop for awardees in November 19, 2009 that provides examples of similar accelerated course

models and instructional design standards.

## **V. The Regents Bachelor of Arts Degree Requirements**

Requirements for the Regents Bachelor of Arts degree remain unchanged. What RBA Today does is to provide more flexible and convenient course opportunities for adults to complete a baccalaureate degree through greater availability of content areas of emphasis and courses offered in an accelerated format.

All course proposals must have the approval of the chief academic officer of the submitting institution and be submitted through the chief academic officer.

### **General Education**

The Regents Bachelor of Arts degree requires students to take a minimum of 36 hours of General Education course work. Specifically, the General Education requirement is comprised of the following:

- **Six** hours of Communications credit
- **Six** hours of Humanities credit
- **Six** hours of Social Sciences credit
- **Six** hours of Natural Sciences credit
- **Three** hours of approved Mathematical Sciences or Computer Applications credit
- **Nine** hours of electives from any of the above general education areas

### **Upper Division Hours**

The Regents BA degree requires students to take a minimum of 40 hours of upper division course work. Upper division courses are those offered at the junior and senior levels. Upper division courses take the place of a major and may be taken in any subject area or a combination of areas as students wish.

## **VI. Request for Proposals**

### **Grant Eligibility**

West Virginia public colleges and universities offering the RBA degree are eligible to apply for the RBA Today grants. Proposals for the Organizational Leadership area of emphasis must be jointly submitted by a coalition of three to five institutions. An institution may apply for one or more of the

individual course grants.

### **Selection Criteria**

Selection criteria for the area of emphasis in Organizational Leadership and for individual courses are below. Proposals will be evaluated based on the following criteria:

- The proposal defines courses delivered in a compressed delivery methodology that addresses the adult learner audience needs. Compressed time-frame courses delivered in an online format are also encouraged.
- Inter-institutional collaboration and shared development for the Organizational Leadership grant proposal is required.
- The proposal defines a well thought out plan of work that will result in a program of delivery beginning no later than Fall of 2010 and prepared for review by June 15, 2010.
- The proposed course(s) have stated program and instructional objectives and a well-defined instructional design articulating the sequence of program/content delivery. Clear assessment methodologies must be evidenced and in alignment with adult learner pedagogies. Deliverables include complete syllabus, test banks, methods of interaction and engagement, textbook and reference material, content modules, and other respective components. Area of Emphasis proposals must be comprised of a minimum of five upper division level courses that constitute a defined area of Organizational Leadership study.
- The proposed course(s) materials and deliverables must be accompanied by an instructor's manual or guide, that includes syllabus, assessment rubrics, overview of course materials, etc. The instructor's guide and course materials should be available electronically.
- For inter-institutional proposals, the role of each collaborating institution in program development and delivery must be clearly defined.
- In addition to the project deliverables, the grantee may be asked to report other data that are appropriate, e.g. enrollments, cost of instruction, collective results of student performance or satisfaction

surveys, etc.

- All projects are expected to provide evidence of appropriate instructional design expertise that adheres to standards accepted in HEPC Program Review. The grant will be awarded upon proposal approval by the HEPC RBA Today Review Team. One-half of each grant award will be made at the time of the award. Remaining grant funds will be allocated on completion of all deliverables.
- The proposal defines a budget and budget justification that is appropriate for the project's scope of work and that demonstrates an efficient use of project and institutional resources.
- All deliverables become the property of HEPC to be made available at no cost to RBA-offering institutions.

## **VII. Allowable Costs**

This grant program will provide \$5,000 per individual course and \$50,000 for the Organizational Leadership area of emphasis for the expenses associated with the development of an accelerated and online or blended program. Such expenses may include, but are not limited to, stipend for faculty, course release-time for faculty (not to exceed the equivalent of one course per semester), graduate assistants or student workers, developmental software, training, travel for curriculum/course design, supplies, and resource materials. The program will not fund capital equipment, telecommunications costs, office furniture or facility modifications. The grant does not fund the procurement of networks, services or equipment. While funding for travel to present at conferences will not be accepted, travel for curriculum or course planning among collaborating institutions and financial requests for instructional technology training and development is acceptable. Applicants are encouraged to meet or discuss proposals with Instructional Technology personnel on their respective campuses. The grant dollars available are \$150,000. Workshops and instructional design assistance will be sponsored by the Higher Education Policy Commission. Participation in an HEPC-sponsored workshop November 19, 2009 on course development and design is required.

## **VIII. RBA Today Request for Funding Dates**

Awardees will be announced November 1, 2009. Projects may begin anytime following announcement of the grant awards on November 1, 2009. Funds are non-reverting. All individual courses must begin initial course delivery

no later than Fall of 2010. The first two courses in area of emphasis in Organizational Leadership must be delivered in the Fall 2010 term. One-half of all grant award funds will be made at the time the awards are announced. Remaining grant funds will be allocated on the receipt of all course deliverables.

## **IX. Program Grant Request for Funding Form**

- I. Cover Sheet - All proposals must use the cover sheet provided with this announcement.
- II. Project Narrative - The project narrative should not exceed five pages and must include responses to the items indicated in the proposal format.
- III. Proposals are to be submitted electronically to the Academic Affairs Office ([crosier@hepc.wvnet.edu](mailto:crosier@hepc.wvnet.edu)) at the Higher Education Policy Commission by October 15, 2009.

Forms for proposal and budget submissions are on the pages that follow:



# West Virginia Higher Education Policy Commission

## Regents Bachelor of Arts - Today Request for Proposals Due date October 15, 2009

### I. Cover Sheet

**Institution:** \_\_\_\_\_

**Chief Academic Officer:** \_\_\_\_\_

(Proposals to be submitted by the chief academic officer with grant awards to the institution through the chief academic officer)

**Please name a project leader for each course proposed:** If the proposal is for the inter-institutional grant, list the partners and contact persons.

Project Leader: \_\_\_\_\_ Title: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Title: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Title: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Title: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Title: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Abstract - Please provide a brief abstract of the project.**

## II. Project Narrative

- A. Describe the course(s) and/or the inter-institutional program, methods for achieving accelerated delivery, and other pertinent features, including assessment and evaluation.
  
- B. What is the intended audience for the course(s) and/or inter-institutional program?
  
- C. Describe partnerships and role of participants in the area(s) of collaboration. (For the inter-institutional program)
  
- D. Program description for the inter-institutional program must include: a chart of the sequencing of courses and projected timeline for delivery. The narrative must describe the collaborative nature of the project and the responsibilities of each institution/department (shared or sequenced curricula among institutions should address student services such as advising, registration, and record keeping). Assessment of student learning outcomes and program review must be included in the program description.
  
- E. Evaluation: A report on the project status from each grantee institution is due by June 30, 2011. The status report is to include a narrative on project progress. In addition to the project progress, the grantee must report other data that are appropriate, e.g. enrollments, collective results of student performance or satisfaction surveys, etc.

**III. Budget:** Provide a detail of requested dollars. Include an explanation of expenses. Include description of instructional design costs, license fees, support services, faculty salaries, allowable equipment, anticipated supplies, travel, etc.

Approvals: (Use line as appropriate)

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Chief Academic Officer	Institution	Date
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Chief Academic Officer	Institution	Date
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Chief Academic Officer	Institution	Date
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