



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

September 18, 2008

**RESPONSE DEADLINE: September 30, 2008**

**MEMORANDUM**

**TO:** Presidents  
Chief Academic Officers  
Continuing Education Directors  
Distance Learning Administrators

**FROM:** Sandra W. Williams, Senior Vice President and  
Chief of Technology and Workforce Development

**SUBJECT:** Request for Nominations—Virtual Learning Community  
Course Developers, Instructional Designers, Technical Editors, Course  
Converters, Learning Object Catalogers, and Managing Editor

The North Carolina Community College System is announcing a Request for Nominations for faculty who are interested in serving as Virtual Learning Community (VLC) Course Developers, Course Technical Editors, Instructional Designers, Course Converters, Learning Object Catalogers, and VLC Managing Editor. The deadline for nominations is **5:00 p.m. on Tuesday, September 30, 2008.**

Compensation for VLC staff will be paid from grant funds received by the VLC Centers. Colleges will not need to provide funding for the VLC services of those chosen for the above mentioned roles.

Please review the following information, consult with your faculty, and complete the attached nomination forms. Please return nomination forms with electronic signatures and any required supporting documentation **via email** to Katherine Davis at [davisk@ncccommunitycolleges.edu](mailto:davisk@ncccommunitycolleges.edu) by **5:00 p.m. on Tuesday, September 30, 2008.** If an electronic signature is not available, please send an additional signature page **fax** to the System Office at **(919) 807-7164** to the attention of Katherine Davis.

**CC08-212**  
**Email**

Memorandum  
Page 2  
September 18, 2008

If you have questions, please contact Ms. Wanda Barker, Distance Learning Instructional Designer ([barkerw@nccommunitycolleges.edu](mailto:barkerw@nccommunitycolleges.edu)); Ms. Katherine Davis, Distance Learning Technician ([davisk@nccommunitycolleges.edu](mailto:davisk@nccommunitycolleges.edu)), or Dr. Bill Randall, Associate Vice President for Learning Technology Services ([randallb@nccommunitycolleges.edu](mailto:randallb@nccommunitycolleges.edu)).

SWW/wb  
Attachment

c: Dr. Bill Randall  
Ms. Ann Russell, NCCCFA

**CC08-212**  
**Email**



Request For Nominations  
VLC Course Developers, Technical Editors,  
Instructional Design Editors, Course Converters,  
Catalogers and VLC Managing Editor  
2008-2009

Due Date:  
12:00 p.m., Tuesday, September 30, 2008

## Overview

The North Carolina Community College System (NCCCS) Office is extending a Request for Nominations for faculty and instructors interested in serving as Virtual Learning Community (VLC) Course Developers, Managing Editor, Instructional Designers, Technical Editors, Course Converters, or Catalogers. The deadline for nominations is **12:00 p.m. on Tuesday, September 30, 2008.**

The Virtual Learning Community is a collaborative effort of all North Carolina community colleges to increase the quality and availability of online learning and support services. The purpose of the VLC is to develop, edit, and broker content for curriculum and continuing education distance learning courses and to provide professional development for distance learning faculty and staff.

Through the VLC, the NCCCS assists its colleges in expanding learning opportunities, making instruction accessible, and using technology to supplement classroom instruction to serve students who may otherwise not be served.

Goals for this year's VLC Centers include the development of courses in math, science, engineering, early childhood education, nursing, developmental education, and continuing education courses. The resulting online courses and web materials will be the shared property of all colleges within the NCCCS. The courses will be developed using Learning Objects from the North Carolina Learning Object Repository, incorporated into the new Blackboard VLC template, and later converted to a VLC Moodle template.

The North Carolina Community College System Office will fund three centers for the 2008-2009 academic year, with recurring funding for 2009-2010 **subject to the availability of funds.** Center 1 will receive \$150,000 in 2+2 E-Learning funds each year, Center 2 will receive \$200,000 from state appropriations each year, and Center 3 will receive \$100,000 in state appropriations each year.

Center 1: STEM Course Development Center - develop two chemistry courses, two physics courses, one math course, and two biology courses along with their respective labs in the first year. In the second year of the grant, the center will develop one computer science course, one drafting course, one engineering course and two additional biology courses, and the respective labs for each course. The specified courses are listed on page 6.

Center 2: Early Childhood Education, Nursing, and Developmental Education Course Development Center - develop three nursing refresher courses, and nine education courses as specified on page 7. During the second year of the grant, the specified education courses on page 7 will be edited based on the proposed changes by the EDU CIP. Please note that the proposed changes are recommended by the EDU CIP, but the recommendations are not effective unless they are approved by the Curriculum Review Committee in September 2008. This center will also develop three developmental reading courses, three developmental English courses, five developmental mathematics courses, two student success courses, one developmental chemistry course, and one developmental computer course over a two year period. The specified courses are listed on page 8.

Center 3: Continuing Education Course Development Center - develop 10 continuing education courses each year. Specific courses for year one are listed on page 8. The specific courses for development during year two will be determined by the System Office and provided at a later date.

Compensation for the Managing Editor will be paid directly through Center Funds. The Managing Editor will receive a minimum of \$6,000 from each of the centers. The amount of compensation for the Technical Editor and Instructional Design Editors will be negotiated between the persons selected and the Center Director. Compensation of course developers and editors will be paid directly through Center funds. The amount of compensation has been set by the North Carolina Community College System Office at \$5,000 per course for curriculum courses and the following table defines payment for continuing education courses.

Number of Cont. Ed. Course Hours	Maximum Amount for Development
50 – 100	\$4,000
101 – 164	\$6,000
165 – 240	\$8,000

## Preliminary Time Line

September 26, 2008	Proposal for VLC centers due to System Office
September 29, 2008	VLC centers selected by System Office selection committee
September 30, 2008	VLC course developer and editor nomination forms due from colleges
October 8, 2008	Nomination forms of developers and editors sent to colleges
October 17, 2008	Selected VLC centers submitted to State Board for approval
October 30-31, 2008	Mandatory Orientation meeting of center directors, course developers, technical editors, instructional designers, VLC managing editor, course converters, catalogers, college business office representative, and System Office VLC staff
Nov. TBA 2008	Learning Objects Workshop by SCORE representative
November 5, 2008	Beginning on November 5, 2008, and on the 5th of each month thereafter, the center director must submit reimbursement requests to the system office. These reimbursements will be tracked by the system office staff and must be submitted on the 5th of each month.
February 17, 2009	Mid-development and editing meetings completed
April 24, 2009	Course development and editing completed at the center-level
May 1, 2009	Final review by center directors and editors of all courses completed
May 12, 2009	Final review by VLC managing editor and System Office staff of all courses completed
May 15, 2009	All center fiscal obligations submitted to the System Office
May 29, 2009	All courses available for System Office Blackboard posting and for college use
June 9, 2009	Wrap-up meeting of center directors, instructional designers, technical editors, VLC managing editor, and System Office staff

## Roles and Expectations

### A. Course Developers

- Attend mandatory orientation and mid-development meetings (travel compensated).
- Work collaboratively to compose and edit the course content (through online work) according to the project specifications and in a module design format.
- Create interactive learning objects that enhance learning and engagement of students in the specific discipline for that course.
- Course Developers will create their course using the new VLC Blackboard template.
- Course development/editing will be complete by April 24, 2009. No payments will be authorized until the Center Director, Center Instructional Designer, Center Technical Editor, VLC Managing Editor, and the System Office have all approved the course.
- Ongoing communication throughout the development year with the Center Director, fellow developers, course converters, catalogers, instructional designers and technical editor.
- Pace your work throughout the cycle so there is plenty of time for feedback around due dates.
- All work developed is the intellectual property of the NCCCS Virtual Learning Community.

### B. VLC Managing Editor

The VLC Managing Editor is selected by the System Office. The individual who serves in this role supports the work of the Center Directors, Instructional Designers, Technical Editors, Course Converters, and Catalogers by working in concert with the System Office DL Staff to ensure that all VLC courses are aligned with the Online Course Template, standards, and philosophy. The VLC Managing Editor is expected to perform the following tasks:

- Attend the centralized orientation, learning object SCORE training, a mid-point review meeting, and additional meetings determined to be necessary by the Center Director and System Office to effectively achieve the outcomes of this RFP.
- Attend learning object metadata review training by a cataloger designated by NCCCS.
- Collaborate with Center Directors, Technical Editors, and Instructional Designers to prepare course development and editing resources.
- Provide technical expertise to facilitate successful completion of course development and editing activities and moderate technical aspects of LOR resources.
- Assist in the training of faculty in use of Blackboard, Moodle, LOR, HTML formatting, other distance learning software applications, and VLC Online Course Template and standards as needed.
- Correspond regularly with Center Directors and staff to provide assistance and guidance to ensure that all course development and editing is on track to meet RFP deadlines.
- Provide monthly updates and a mid-point summary report on RFP completion to System Office staff.
- By May 12, 2009, complete a final review of all courses, certify that all work has been completed and certify that courses conform to the VLC Online Course Template,

copyright and intellectual property laws, and the Americans with Disabilities Act guidelines.

- Provide a final written summary report of all Center(s) activities and feedback on course development and editing processes to the System Office at the wrap-up meeting on June 9, 2009, and June 9, 2010.

### **C. Center Instructional Designers**

Each Center Director will contract with a Center Instructional Designer approved by the System Office. The Center Instructional Design Editor is expected to perform the following tasks:

- Attend the centralized orientation, learning object SCORE training, a mid-point review meeting, and additional meetings determined to be necessary by the Center Director, VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP.
- Collaborate with the Center Director and the VLC Managing Editor to prepare course development plans.
- Provide instructional design expertise to facilitate successful completion of course development and learning object development.
- Assist in the training of faculty in use of Blackboard, Moodle, LOR, HTML formatting, other distance learning software applications, and VLC Online Course Template and standards as needed.
- Facilitate a mid-development meeting with center staff and course developers and editors.
- Ensure that Center outcomes are met by closely monitoring faculty involved in the development of courses by providing advice on instructional design and enhancements to interactivity and student engagement.
- Ensure that all courses conform to the VLC Online Course Template, copyright and intellectual property laws, and the Americans with Disabilities Act guidelines.
- Complete final check-out of all Center courses by April 24, 2009.

### **D. Center Technical Editors**

Each Center Director will contract with a Center Technical Editor approved by the System Office.

- Technical editor must be proficient in using Blackboard, Moodle, Microsoft Office applications, multimedia applications, HTML coding and knowledge of Americans with Disabilities Act Section 508 accessibility requirements.
- Attend the centralized orientation, learning object SCORE training, a mid-point review meeting, and additional meetings determined to be necessary by the Center Director, VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP.
- Collaborate with the Center Director and the VLC Managing Editor to prepare course development plans.
- Assist in the training of faculty in use of Blackboard, Moodle, LOR, HTML formatting, other distance learning software applications, and VLC Online Course Template and standards as needed.
- Attend a mid-development meeting with center staff and course developers and editors.

- Complete technical editing and verify that all Center courses follow VLC Formatting and Style Guide and meet Americans with Disabilities Act Section 508 accessibility requirements.
- Provide technical expertise to facilitate successful completion of course development and learning object development.
- Ensure that Center outcomes are met by closely working with faculty involved in the development of courses by providing technical assistance related to formatting, style guide, and accessibility requirements of all Center courses.
- Ensure that all courses conform to the VLC Online Course Template, copyright and intellectual property laws, and the Americans with Disabilities Act guidelines.
- Complete final check-out of all Center courses by April 24, 2009.

#### **E. Center Cataloger of Learning Objects**

Each Center Director will contract with a Center Cataloger who must hold a Masters in Library Science/Information Science and be approved by the NCLOR Director.

- Attend the centralized orientation, learning object SCORE training, a mid-point review meeting, and additional meetings determined to be necessary by the Center Director, VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP.
- Collaborate with the Center Director and the VLC Managing Editor to prepare learning object contribution plans.
- Follow the VLC Cataloging Checklist (Standards) to ensure successful cataloging of learning objects.
- Provide library and records/collections expertise to facilitate successful creation and cataloging of learning objects.
- Assist in the training of faculty in use of LOR and cataloging best practices and standards as needed.
- Attend a mid-development meeting with center staff and course developers and editors.
- Ensure that Center outcomes are met by closely monitoring faculty involved in the development of learning objects by providing advice on metadata, descriptive key words, or other LOR principles.
- Ensure that all learning objects conform to the VLC Learning Object definition, copyright, digital rights management, and intellectual property laws, and the Americans with Disabilities Act guidelines.
- Complete final check-out of all Center learning objects by April 24, 2009.

#### **F. Center Course Converter**

Each Center Director will contract with a Center Course Converter to convert completed courses from Blackboard to Moodle. This person must be approved by the System Office.

- Center converter must be proficient in using Blackboard, Moodle, Microsoft Office applications, multimedia applications, HTML coding and knowledge of Americans with Disabilities Act Section 508 accessibility requirements.
- Attend the centralized orientation, learning object SCORE training, a mid-point review meeting, and additional meetings determined to be necessary by the Center Director,

VLC Managing Editor, and System Office to effectively achieve the outcomes of this RFP.

- Collaborate with the Center Director and the VLC Managing Editor to prepare course conversion plans.
- Provide course management system expertise to facilitate successful conversion from Blackboard to Moodle of all courses for that center.
- Complete technical editing for all Center courses following VLC Moodle Formatting and Style Guide.
- Assist in the training of faculty in use of Blackboard, Moodle, LOR, HTML formatting, other distance learning software applications, and VLC Online Course Template and standards as needed.
- Attend a mid-development meeting with center staff and course developers and editors.
- Ensure that all courses conform to the VLC Moodle Course Template, copyright and intellectual property laws, and the Americans with Disabilities Act Section 508 guidelines when converted.
- Complete final check-out of all first year Center courses converted to Moodle by date specified by Center Director. All courses must be converted by the second year of the grant, April 24, 2010.

## System Office Expectation of Center Outcomes

The list of courses to be developed is based on the identification of courses needed to complete specific programs. Each center must complete the development of all courses listed. Problems in acquiring developers for any course should be reported to the Distance Learning Director immediately. The Distance Learning Director is the only individual authorized to approve substitution of courses developed.

### Center 1: STEM Course Development Center (\$150,000 each year from 2+2 funds)

#### A. 12 Courses to be Developed

Course Number	Course Name	Class-Lab-Credit
<b>Year 1 courses</b>		
CHM 251	Organic Chemistry I	3-3-4
CHM 252	Organic Chemistry II	3-3-4
PHY 152	College Physics II	3-2-4
PHY 252	General Physics II	3-3-4
MAT 280	Linear Algebra	3-0-3
BIO 175	General Microbiology	2-2-3
BIO 275	Microbiology	3-3-4
<b>Year 2 Courses</b>		
CSC 120	Computing Fundamentals I	3-2-4
DFT 170	Engineering Graphics	2-2-3
EGR 220	Engineering Statics	3-0-3
BIO 168	Anatomy & Physiology I	3-3-4
BIO 169	Anatomy & Physiology II	3-3-4
<b>Note:</b> all courses in this table must be developed		

**\*Note:** Chemistry and biology labs will be developed using Late Nite Labs software.

**Center 2: Early Childhood Education, Nursing, and Developmental Education Course Development Center (\$200,000 each year from state appropriations)**

**Early Childhood Education and Nursing Course Development**

- A. 4 Nursing Courses and 8 EDU Courses to be Developed in first year
- B. 6 Courses need minor editing due to CIP – year 2
- C. 4 Courses need some content update due to CIP – year 2
- D. 3 Courses need major content changes due to CIP – year 2

Course Number	Course Name	Class-Lab-Clinical-Credit
NUR 105	LPN Refresher (with lab)	8-6-6-12
NUR 106	Nonintegrated LPN Refresher	7-3-6-10
NUR 107	LPN Refresher (without lab)	9-0-9-12
NUR 118	Nutrition/Diet Therapy	2-0-0-2
		<b>Class-Lab-Credit</b>
EDU 118	Teacher Assoc. Principles and Practice	3-0-3
EDU 222	Learners with Behavior Disorders (formerly EDU 147)	3-0-3
EDU 223	Specific Learning Disabilities (formerly EDU 148)	3-0-3
EDU 235	School Age Development & Program	3-0-3
EDU 247	Sensory and Physical Disabilities	3-0-3
EDU 248	Developmental Delays	3-0-3
EDU 275	Effective Teacher Training	2-0-2
EDU 285	Internship Experience – School Age	1-9-4
<i>Note: all courses in this table must be developed</i>		

**These courses will be edited during year 2, pending approval by the Curriculum Review Committee and availability of funds.**

	<b>These courses have very minor changes:</b>	<b>Class-Lab-Credit</b>
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 271	Educ. Technology	2-2-3
EDU 216	Foundations of Education	4-0-4
	<b>These courses have <u>some</u> content changes, but not much:</b>	
EDU 131	Child, Family and Community	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 221	Children with Exceptionalities	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
	<b>These courses have <u>major</u> content changes:</b>	
EDU 261 and 262	need to have the same team of developers working on both courses (Early Child.Administration I and II)	3-0-3 3-0-3
EDU 281	Instructional Strategies in Reading and Writing (formerly EDU 186)	2-2-3

## Developmental Education Course Development

### A. 15 Developmental Courses to be developed over 2-year period

Course Number	Course Name	Class-Lab-Credit
	<b>Year 1</b>	
ACA 090	Study Skills	3-0-3
ACA 112	Intro. to Distance Learning	0-2-1
CIS 070	Fundamentals of Computing	0-2-1
ENG 070	Basic Language Skills	2-2-3
ENG 080	Writing Foundations	3-2-4
MAT 050	Basic Math Skills	3-2-4
MAT 060	Essential Mathematics	3-2-4
	<b>Year 2</b>	
ENG 090	Composition Strategies	3-0-3
MAT 070	Introductory Algebra (needs updated)	3-2-4
MAT 080	Intermediate Algebra	3-2-4
MAT 090	Accelerated Algebra	3-2-4
CHM 090	Chemistry Concepts	4-0-4
RED 070	Study Skills	3-2-4
RED 080	Intro. To College Reading	3-2-4
RED 090	Improved College Reading	3-2-4
<i>Note: all courses in this table must be developed</i>		

## Center 3: Continuing Education Course Development Center (\$100,000 each year)

### A. 10 Courses to be developed each year

Course Number	Course Name	Contact Hours
	<b>Year 1</b>	
MHT 3100	Direct Support Professionals	132-158
EDU 3000	Lateral Entry – Orientation	80-96
HRD 3001	Employability Skills	96-115
HOS 3060	Meetings and Convention Planning Introduction	66-79
HSE 3264	Activity Director – Basic	50-60
EGY 3000	Renewable Energy	60-72
ANS 3011	Veterinary Assisting	120-144
MKT 3438	Customer Service	192-230
FLI 3717	Conversational Spanish for Healthcare Workers	66-79
MLS 3808	Leadership	120-144
	<b>Year 2 (courses to be determined by System Office)</b>	
<i>Note: all courses in this table must be developed</i>		









