



REQUEST FOR PROPOSALS

TEXAS HIGHER EDUCATION COORDINATING BOARD

TEXAS COURSE REDESIGN PROJECT: PHASE II
FAST TRACK

PROPOSAL DEADLINE: 5:00 PM C.D.T., March 30, 2007

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

1	GENERAL INFORMATION	3
1.1	LEGISLATIVE CITATION	3
1.2	PURPOSE OF THE REQUESTED SERVICES	3
1.3	DESCRIPTION OF REQUESTED SERVICES	4
1.4	FUNDING PERIOD	5
1.5	POINTS OF CONTACT	5
1.6	SUBMISSION INSTRUCTIONS	5
1.7	INQUIRIES	5
1.8	COST OF PROPOSAL PREPARATION	6
2	DEFINITIONS	6
2.1	THE FOLLOWING DEFINITIONS SHALL APPLY	6
3	BASIC AGREEMENT / CONTRACT TERMS AND CONDITIONS	6
3.1	LATE PROPOSALS	7
3.2	CONFLICT OF INTEREST	7
3.3	AGREEMENT / CONTRACT	7
3.4	PROPRIETARY INFORMATION/OWNERSHIP OF WORK	8
3.5	RELEASE OF INFORMATION BY AWARDED APPLICANT	8
3.6	RELEASE OF PROPOSAL INFORMATION BY THECB	9
3.7	AMENDMENT AND TERMINATION	9
3.8	NOTICE	10
3.9	ASSIGNMENT OR SUBCONTRACTING	10
3.10	LIABILITY AND INDEMNIFICATION	10
3.11	STRICT PERFORMANCE	12
3.12	FORCE MAJEURE	12
3.13	CONFLICTING RFP LANGUAGE	12
4	TERMS AND CONDITIONS SPECIFIC TO THIS RFP	12
4.1	INSPECTIONS	12
4.2	AUDIT AND ACCESS TO RECORDS	13
4.3	ACCOUNTING SYSTEM	13
4.4	REPORTING REQUIREMENTS	13
5	PROGRAM OVERVIEW	14
5.1	GENERAL BACKGROUND	14
5.2	TEXAS COURSE REDESIGN PROJECT	14
5.3	PROGRAM FUNDING	14
6	THECB RESPONSIBILITIES	14
7	PROPOSAL CONTENT	15
7.1	QUALIFICATION OF BIDDERS	15
7.2	COURSE REDESIGN PLAN	15
7.3	SUSTAINABILITY AND DISSEMINATION	18
8	DELIVERABLES	18
9	PROPOSAL EVALUATION AND AWARD	19

1 GENERAL INFORMATION

1.1 LEGISLATIVE CITATION

Section 61.0763 of the Texas Education Code requires the Board to “implement a project under which institutions of higher education selected by the Board will review and revise entry-level lower division academic courses...to improve student learning and reduce the cost of course delivery through the use of information technology,”.

Section 61.0762 of the Texas Education Code requires the Board by rule to "develop incentive programs for institutions of higher education that implement research-based, innovative developmental education initiatives... to enhance the success of students".

1.2 PURPOSE OF THE REQUESTED SERVICES

The intent of this project is to fund the creation and expansion of redesigned developmental and entry-level academic courses to ascertain the effect they will have when disseminated statewide.

The goal of the Texas Course Redesign Project (TCRP) is to have widespread adoption of course designs that promote student success, especially in the critical first year of college. The long-term goal of the TCRP is to see the redesign process lead to multiple models of successfully redesigned courses for a full freshman year of general education curriculum and developmental courses leading to the successful completion of these courses. Because consortia applicants are likely to be able to promote more widespread adoption than single institutions, proposals from consortia are especially encouraged. The initiative will be guided by existing course redesign models and the work done through the National Center for Academic Transformation ([NCAT Homepage](#)).

TCRP Phase I: Jump Start Projects

A small number of completed or nearly completed redesign efforts to be implemented in fall 2007

TCRP Phase II: Fast Track Projects (this RFP)

Several projects that can substantially benefit the overall project goals by expanding, completing or supporting existing redesign efforts or developing support resources for the TCRP by completing most of the project work between April and September 2007.

TCRP Phase III: Full Course Redesign

Large scale initiation of redesign planning, developing, piloting and implementing

1.3 DESCRIPTION OF REQUESTED SERVICES

The Board defines redesigned courses as those infusing technology and modifying pedagogy and delivery systems to increase learning outcomes and potentially reduce costs. Institutions are encouraged to consider the [Five Models of Course Redesign](#) provided by the National Center for Academic Transformation (NCAT) to plan the course redesign proposal and as resource material for framing institutional discussion; however, innovative redesign models not currently identified by NCAT will also be considered.

This RFP seeks proposals from Texas public institutions that indicate support at all levels of the institution to transform all aspects of a course (student learning outcomes, assessment methods, instructional materials and strategies) to improve learning and increase efficiencies or other support resources for redesigned courses and the TCRP. The Board encourages collaborations among institutions, including institutions of different types.

The Board is requesting Proposals from Texas public institutions of higher education to participate in Phase II of the Texas Course Redesign Project (TCRP) and will consider funding projects that substantially benefit the overall goals of the TCRP in one or more of the following ways.

1.3.1 Identify one of the courses or pairs of courses described in 7.2.1 that has already been redesigned by the institution or consortia and is available to be transported to other public institutions. Proposals of this nature should describe the immediate short term actions that would prepare the course, materials, and delivery for broad distribution.

1.3.2 Identify one of the courses or pairs of courses described in 7.2.1 that is partially redesigned and nearly ready for piloting. Proposing institutions or consortia should describe the readiness of the course and the immediate short term actions that would prepare the course, materials and delivery for piloting in fall 2007.

1.3.3 Identify other immediate short term redesign support projects that will substantially contribute to the overall goals of the TCRP. Proposed projects may include, but are not limited to, developing an online student self-assessment of readiness to participate in redesigned courses, designing and building an online resource and repository for the TCRP's redesigned courses and other deliverables, or developing an online/hybrid student support resource for redesigned courses.

1.4 FUNDING PERIOD

Most activities of proposed projects must be executed between April 20, 2007 and August 31, 2007 and implemented in the summer or fall 2007. All funding must be expended by August 31, 2007.

1.5 POINTS OF CONTACT

Academic Courses

Dr. Kevin Lemoine
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, Texas 78752
Kevin.Lemoine@thecb.state.tx.us

Developmental Education

Cynthia Ferrell
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, Texas 78752
Cynthia.Ferrell@thecb.state.tx.us

1.6 SUBMISSION INSTRUCTIONS

All interested applicants must submit a proposal to the Coordinating Board by **5:00 P.M. C.D.T., March 30, 2007** by using the online proposal submission system at <https://www1.thecb.state.tx.us/apps/courseredesigngrant/> . Paper or faxed submissions will not be considered.

PROPOSALS DUE : 5:00 PM C.D.T., MARCH 30, 2007

All Proposals must be submitted to THECB by the due date and time. Late Proposals will not be accepted. No faxed, paper, or e-mailed Proposals will be accepted for this RFP.

1.7 INQUIRIES

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

Applicants must not discuss a proposal with any other State employee unless authorized as a Point of Contact. **Questions must be submitted no later than March 26, 2007 at 5:00 p.m. C.D.T.** All responses by THECB must be in writing in order to be binding. Any information deemed by THECB to be important and of general interest or which modify requirements shall be posted for all interested applicants.

1.8 COST OF PROPOSAL PREPARATION

All costs associated with the preparation and submissions of proposals for this RFP are the responsibility of applicant. These costs shall not be chargeable to THECB by any successful or unsuccessful applicant.

2 DEFINITIONS

2.1 THE FOLLOWING DEFINITIONS SHALL APPLY

2.1 Applicant – A Texas public institution of higher education or consortium of institutions.

2.2 Awarded Applicant – The successful recipient ultimately awarded a Contract/Agreement by THECB who is responsible for performing all services and activities required to fully comply with Contract/Agreement performance requirements and all Contract/Agreement terms and conditions.

2.3 Proposal(s) – The final document(s) submitted by Applicant to THECB in response to and in accordance with the terms of this RFP.

2.4 Board or THECB – The Texas Higher Education Coordinating Board, an agency of the State of Texas.

2.5 FERPA – The Family Educational Rights and Privacy Act is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

2.6 Institution(s) – Texas public institution of higher education.

3 BASIC AGREEMENT / CONTRACT TERMS AND CONDITIONS

3.1 LATE PROPOSALS

Proposals shall be considered to be "on time" if they are received on or before the established deadline date and time. The clock on the wall in the reception area of the THECB Division of Academic Affairs and Research shall be the timepiece for determining if hand-delivered Proposals are received on time. For Proposals delivered by delivery agents (Federal Express, UPS, etc.), the time and date provided by the delivery agents shall be the determinant for whether the Proposals are received on time. Applicant shall be solely responsible for ensuring that Proposal(s) is received by THECB prior to the above deadline in subsection 1.6. THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of a delivery agent to deliver a Proposal prior to the deadline. Failure to respond in a timely manner to this request shall result in Applicant losing the opportunity to receive a grant under this program. Late Proposal(s), regardless of circumstances, shall not be evaluated or considered for award and shall be returned to Applicant(s) unopened.

3.2 CONFLICT OF INTEREST

Applicant must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFP. Failure to disclose a conflict of interest may be cause for disqualification of a Proposal or termination of a Contract/Agreement resulting from this RFP. If, following a review of this information, it is determined by THECB that a conflict of interest exists, Applicant may be disqualified from further consideration.

3.3 AGREEMENT / CONTRACT

3.3.1 Agreements/Contracts will be negotiated with those institutions that are selected from among the Applicants who are determined through the evaluation process to have successful Proposals. Submission of a Proposal confers no rights of Applicant to an award or to a subsequent Contract/Agreement, if there is one. The issuance of this RFP does not guarantee that a Contract/Agreement will ever be awarded. THECB reserves the right to amend the terms and provisions of the RFP, negotiate with Applicant(s), add, delete, or modify the Contract/Agreement and/or the terms of Proposal(s) submitted, extend the deadline for submission of Proposal(s), or withdraw the RFP entirely for any reason solely at THECB's discretion. An individual Proposal may be rejected if it fails to meet any requirement of this RFP. THECB may seek clarification from Applicant at any time and failure to respond within a reasonable time frame is cause for rejection of a Proposal.

3.3.2 Upon execution of a Contract/Agreement resulting from this RFP, the term 'Applicant' shall have the same meaning as 'Awarded Applicant'. Likewise, the

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

terms 'Request for Proposals' and 'Proposal' shall have the same meaning as the terms 'Contract' or 'Agreement.'

3.4 PROPRIETARY INFORMATION/OWNERSHIP OF WORK

3.4.1 During the performance of the program implemented under a Contract/Agreement resulting from this RFP, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of THECB. These data shall be handled in a method that concurs with all FERPA regulations and guidelines. Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFP. Awarded Applicant agrees to use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by Awarded Applicant shall be in accordance with applicable federal or Texas law.

3.4.2 The intellectual property developed as part of the TCRP pursuant to this contract is the property of the THECB. The THECB grants to the Award Applicant(s) a license to sell the intellectual property described in this RFP to private institutions of higher education, as well as to other institutions of higher education outside Texas. The profits of such sales will be divided equally between THECB and the Award Applicant(s). The intellectual property described in this RFP will be made available without charge to public institutions of higher education in Texas.

3.4.3 Upon any request by THECB for the remittance of any work papers or work product, Awarded Applicant shall immediately remit such work papers or work product. Any failure to immediately remit such work papers or work product shall be considered a breach of the Contract/Agreement.

3.4.4 Awarded Applicant shall indemnify and hold harmless THECB and their respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorney's fees), arising out of or in any way connected with any claim that the work performed by Awarded Applicant infringes any intellectual property rights or other rights of any third party, except to the extent such claim arises from a breach by THECB.

3.4.5 Awarded Applicant understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act.

3.5 RELEASE OF INFORMATION BY AWARDED APPLICANT

3.5.1 Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure to follow the guidelines established may result in immediate termination of

the proposed Contract/Agreement.

3.5.2 Awarded Applicant agrees to notify THECB Project Administrator prior to releasing any information to the news media regarding the activities being conducted under the Contracts/Agreements resulting from this RFP.

3.6 RELEASE OF PROPOSAL INFORMATION BY THECB

3.6.1 Upon acceptance of the Contract/Agreement, all information submitted with Applicant's Proposal(s) becomes part of the Contract/Agreement and becomes public record. Therefore such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

3.6.2 Any proprietary information included in Applicant's Proposal(s) shall be subject to disclosure unless such proprietary information was clearly identified by Applicant and such identification was submitted concurrently with the original submission of the proprietary information. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information.

3.6.3 If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those sections will be deemed non-proprietary and made available upon public request after the Contract/Agreement is awarded. The production of any material under the Contract/Agreement shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.

3.7 AMENDMENT AND TERMINATION

3.7.1 Any amendment or change to the Contract/Agreement performance requirements which becomes necessary shall be accomplished by a formal Contract/Agreement amendment signed and approved by duly authorized representatives of Awarded Applicant and THECB. None of the parties to the Contract/Agreement will be bound by any oral statements, agreements, or representations contrary to the written Contract/Agreement requirements and terms and conditions.

3.7.2 THECB Right to Terminate for Cause: THECB may terminate the Contract/Agreement, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as THECB may establish in such notice, upon the occurrence of any material breach or failure to perform the work under the Contract/Agreement within the time specified herein or any extension thereof. THECB will provide Awarded Applicant with an opportunity for consultation with THECB prior to termination.

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

3.7.3 The Contract/Agreement may be terminated in the event that Federal or State Laws or other requirements should be amended or judicially interpreted so as to render continued fulfillment of the Contract/Agreement, on the part of either party, unreasonable or impossible. If the parties hereto should be unable to agree upon amendment which would thereafter be needed to enable the substantial continuation of the services contemplated herein, then, upon written notification by THECB to Awarded Applicant, the parties shall be discharged from any further obligations created under the terms of the Contract/Agreement, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination.

3.7.4 Either party, without penalty, may terminate the Contract/Agreement, either in whole or in part, with a sixty (60) day written notice.

3.7.5 Upon receipt of written notice to terminate, Awarded Applicant shall promptly discontinue all services affected (unless the notice directs otherwise) and shall deliver or otherwise make available to THECB , a summary of research results and work products developed by Awarded Applicant under the Contract/Agreement, whether completed or in process.

3.7.6 In the event of cancellation, THECB reserves the right to negotiate a Contract/Agreement based on another Applicant's submission if it is in the State's best interest.

3.8 NOTICE

Any notice or written communication between the parties shall be considered delivered when postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the Contract/Agreement shall be considered to be delivered when received.

3.9 ASSIGNMENT OR SUBCONTRACTING

No rights or interest in a Contract/Agreement resulting from this RFP shall be assigned or delegation of any obligation shall be made by Awarded Applicant without prior written permission of THECB Project Administrator. Any attempted assignment or delegation by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph. No assignment or subcontract shall relieve Awarded Applicant of any responsibility under this RFP.

3.10 LIABILITY AND INDEMNIFICATION

3.10.1 LIABILITY

3.10.1.1 Neither THECB's review, approval, or acceptance of, nor payment for any of the services provided hereunder shall be construed to operate as a waiver of any rights under the Contract/Agreement or of any cause of action arising out of the performance of the work required by the Contract/Agreement.

3.10.1.2 THECB shall have no liability except as specifically provided by law.

3.10.2 INDEMNIFICATION: Awarded Applicant agrees to indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the Contract/Agreement, except claims, demands, fees, suits or actions arising from any negligence by THECB, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. THECB shall give Awarded Applicant written notice of each such claim or suit and full right and opportunity to conduct Awarded Applicant's own defense thereof, together with full information and all reasonable cooperation.

3.10.3 Additionally, if Awarded Applicant requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, Awarded Applicant shall indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any cost, expense, royalty or damage which the State of Texas, THECB, as well as officers, agents, and employees of THECB may be obligated to pay by reason of any infringement at any time during the performance of or after completion of the work.

3.10.4 Notwithstanding any indemnification clause, THECB shall have full authority to conduct their own defense, negotiations, and settlements, but Awarded Applicant's indemnification nevertheless remains in full force and effect. Any settlement shall only be reimbursable by Awarded Applicant if Awarded Applicant approves such settlement in advance, and any liability upon unsuccessful defense shall only be reimbursable by Awarded Applicant if Awarded Applicant has full opportunity to participate equally in the defense of the

action.

3.11 STRICT PERFORMANCE

Failure at any time to require strict performance by either party of any provisions contained herein shall not waive or diminish THECB's right thereafter to demand strict compliance with any other provision.

3.12 FORCE MAJEURE

3.12.1 THECB may grant relief from performance of the Contract/Agreement if Awarded Applicant is prevented from compliance and performance by force majeure. Force majeure may include: an act of war; order of legal authority; act of God (except that certain natural phenomena, such as rain, wind or flood which are normally expected for the locale in which performance is to take place, shall not be considered acts of God for purposes of the Contract/Agreement); work stoppages due to labor disputes or strikes; fires; explosions; epidemics; riots; war; rebellion; or sabotage. The burden of proof for the need for such relief shall rest on Awarded Applicant.

3.12.2 To obtain relief based upon force majeure, Awarded Applicant shall file a written request with THECB Project Administrator.

In the event Awarded Applicant claims relief due to force majeure Awarded Applicant shall be required to use due diligence to overcome obstacles to performance created by the force majeure. Awarded Applicant shall resume performance immediately after the obstacles have been removed. No extension of time shall be granted to the extent that any delay or failure to perform was caused by the negligence or other fault of Awarded Applicant.

3.13 CONFLICTING RFP LANGUAGE

In the event that language contained in a particular section of the RFP is found to be in conflict with language in another section, the most stringent requirement(s) shall prevail.

4 TERMS AND CONDITIONS SPECIFIC TO THIS RFP

4.1 INSPECTIONS

Throughout the effective period of a Contract/Agreement resulting from this RFP, all work products shall be subject to inspection and test by authorized THECB representatives.

4.2 AUDIT AND ACCESS TO RECORDS

4.2.1 Awarded Applicant shall maintain and make available for review, inspection and/or audit all books, records, documents, and other evidence reasonably pertinent to performance on all work under the Contract/Agreement, including negotiated changes or amendments thereto, in accordance with accepted professional practices. Awarded Applicant shall also maintain and make available the financial information and data used in the preparation or support of any cost submission required by THECB under the Contract/Agreement or any negotiated sub-agreement or change order and a copy of the cost summary submitted to THECB. THECB, through any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of review, inspection, copying, and/or audit. All such information shall be handled by the parties in accordance with good business ethics. Awarded Applicant shall also follow procedures developed by THECB audit staff as required by THECB.

4.2.2 Awarded Applicant agrees to the disclosure of all information and reports resulting from access to records pursuant to paragraph 4.2.1 above to THECB. Where the audit concerns Awarded Applicant, the auditing agency will afford Awarded Applicant an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.

4.2.3 THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Contract/Agreement.

4.3 ACCOUNTING SYSTEM

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant's accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for billings.

4.4 REPORTING REQUIREMENTS

Awarded Applicant shall be required to complete several reports for a Program funded under this RFP. Award Applicants will be required to submit reports to the THECB evaluating the progress of the TCRP and a final report on student learning outcomes as compared to benchmark data, according to the timeline, budget and deliverables of the awarded proposal. The final payment of the grant funds shall not be awarded until satisfactory completion of all reports and requested information is provided the THECB.

5 PROGRAM OVERVIEW

5.1 GENERAL BACKGROUND

To further the *Closing the Gaps* goals of increasing the number of certificates and degrees, and to fulfill the intent of the enabling legislation passed in the 79th Legislature, Third Special Session, the Board is pleased to announce this Request for Proposals for the second phase of the Texas Course Redesign Project (TCRP). Section 61.0763 of the Texas Education Code requires the Board to “implement a project under which institutions of higher education selected by the Board will review and revise entry-level lower division academic courses...to improve student learning and reduce the cost of course delivery through the use of information technology,”. And section 61.0762 of the Texas Education Code requires the Board by rule to "develop incentive programs for institutions of higher education that implement research-based, innovative developmental education initiatives... to enhance the success of students".

5.2 TEXAS COURSE REDESIGN PROJECT

Phase two of the TCRP will help fund several projects that can substantially benefit the overall project goals by expanding, completing or supporting existing redesign efforts or developing support resources for the TCRP. Selected courses include developmental and entry-level academic courses in an effort to transform all aspects of a course (student learning outcomes, assessment methods, instructional materials and strategies) to improve learning and increase efficiencies of high impact courses.

5.3 PROGRAM FUNDING

THECB will allocate requested funds to each institution participating in the TCRP. Funds will be distributed according to the time lines and budgets within the institutional proposal. The final payment of the grant funds shall not be awarded until satisfactory completion of all reports and requested information is provided the THECB. All funding must be expended by August 31, 2007.

6 THECB RESPONSIBILITIES

6.1 THECB shall coordinate the negotiation of a Contract/Agreement with Awarded Applicant for the establishment of the Texas Course Redesign Project.

6.2 THECB shall schedule periodic meetings with Awarded Applicant to monitor progress of work.

6.3 THECB shall provide payment to Awarded Applicant for any approved

invoices received relating to the Contract/Agreement.

7 PROPOSAL CONTENT

7.1 QUALIFICATION OF BIDDERS

7.1.1 The Redesign Team. Identify the specialists who will lead the redesign effort for each course or project and briefly list their qualifications for working on this project. Institutional teams should be made up of multiple players that may include faculty (key to creating high-quality content and sound pedagogy), IT staff (key to creating the technological infrastructure to support redesign), assessment experts (key to establishing reliable and valid measures of student learning), academic administrators (key to making it possible for redesigns to be implemented and sustained), and student support staff (key to identifying effective resources that may be delivered in a hybrid model).

7.1.2 Institutional Redesign Readiness. Describe the institution's or consortium capacity for the redesign project. If applicable, does the institution or consortium have mature information technology resources to support faculty integration of technology into courses?

7.1.3 Course/Project Redesign Readiness. As applicable, are curricular decisions made collectively, beyond the individual faculty member level? Have the course's (or courses') expected learning outcomes and a system for measuring their achievement been identified? Demonstrate the commitment to a partnership among faculty, IT staff and administrators to use technology to achieve strategic academic goals of this course redesign. If proposing a project other than a course redesign, indicate the readiness of the participating office, center, or other unit to engage in the project.

7.1.4 History of Redesign Experience and Use of Technology with Learning. Why should this institution or consortium be considered for this redesign project? Has the institution identified a problem with institution-level significance for the project? Does the institution have successful experience offering technology-enhanced and/or online courses or other successes that particularly position the institution or consortium for this project?

7.2 COURSE REDESIGN PLAN

7.2.1 Course Selection. If applicable, identify the course(s) you plan to redesign.

- A. Developmental Math, Writing or Reading course paired with an entry-level academic course listed below.

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

- B. Entry-level academic courses redesigned individually or in pairs as described below.
- C. Developmental Math, Writing or Reading courses redesigned either individually or in pairs with other developmental courses.

The following list of suggested courses has been taken from the *Lower Division Academic Course Guide Manual (ACGM)*, which is an inventory of lower-division (freshman and sophomore) courses pre-approved by the Coordinating Board for use by public community colleges. The *ACGM* identifies courses with their Common Course Numbers, assigned through the Texas Common Course Numbering System. For information about courses equivalent to the ones on this list, use the searchable data base at <http://www.tccns.org>. (The complete current edition of the *ACGM* can be viewed here: <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>.)

Note that some courses are paired in a two-semester sequence, e.g. BIOL 1406 & 1407. These pairs of sequential courses are indicated by use of the ampersand. Courses that may be offered for a different number of semester credit hours (SCH), depending on the institutional curricular structure, are indicated by the use of slashes, e.g. COSC 1301/1401. Courses using slashes to indicate different credit values at different institutions are one-semester courses. A course redesign project could include one semester of a two-semester sequential course like BIOL 1406 & 1407, both semesters of a two semester sequential course like BIOL 14-6 & 1407, or a one-semester course that may be offered for different amounts of credit like COSC 1301/1401.

ARTS 1301 (Art Appreciation)
BIOL 1406 & 1407 (Biology for Science Majors I & II)
BIOL 1408 & 1409 (Biology for Non-Science Majors I & II)
CHEM 1405 & 1407 (Introductory Chemistry I & II)
CHEM 1411 & 1412 (General Chemistry I & II)
COSC 1300 (Introduction to Computing)
COSC 1301/1401 (Microcomputer Applications)
ECON 2301 & 2302 (Principles of Economics I & II)
EDUC 1300 (Learning Framework (also listed as PSCY 1300))
ENGL 1301 & 1302 (Composition I & II)
GOVT 2301 & 2302 (U.S. Government I & II)
GOVT 2305 (Federal Government)
GOVT 2306 (Texas Government)
HIST 1301 & 1302 (U.S. History I & II)
HUMA 1301 & 1302 (Intro to the Humanities I & II)
HUMA 1315 (Fine Arts Appreciation)
MATH 1314/1414 (College Algebra)
MATH 1324 (Math for Business and Social Sciences)

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

MATH 1342/1442 (Statistics I)
MATH 2313/2413/2513 (Calculus I)
MUSI 1306 (Music Appreciation)
PHIL 2303 (Intro to Logic)
PSYC 2301 (Intro to Psychology)
SPAN 1311/1411/1511 & 1312/1412/1512 (Beginning Spanish I & II)
SOC1 1301 (Intro to Sociology)

Some of the courses on this list are taught primarily by community colleges. Others are taught regularly at both two-year and four-year institutions. Entry-level courses that are not listed above, but that have high freshman enrollments, high frequency of usage in core curricula and/or high school dual credit, or high failure/drop rates will also be considered as priorities for redesign.

7.2.2 Past Redesign Delivery with Selected Course(s). Has the course been enhanced with technology previously? If so, how?

7.2.3 Impact Statement. Indicate the impact and significance of the project. Indicate how many students would be affected by each course redesign. (e. g. average number of class sections offered annually, average number of class sections offered in the fall semester, the typical size of each section, the enrollment cap per section, or the average enrollment per section.) Describe the extent to which learning outcomes could be enhanced and costs reduced as a result of the redesign.

7.2.4 Project Summary. Briefly describe the proposed redesign project. What is the rationale behind the proposed redesign? Describe the problem in the existing course(s), delivery or support that needs to be addressed and briefly summarize the proposed activities. What are the primary design features to be included? How will the redesigned course achieve the stated goals of increased learning outcomes and decreased delivery costs? Why is this course or project being selected? What is the significant instructional issue being addressed by selection of this course? Or, if a project other than a course redesign, what will be the statewide significance of the project?

Institutions are encouraged to consider the [Five Models of Course Redesign](#) provided by NCAT to plan the course redesign proposal and as resource material for framing institutional discussion; however, proposals for other innovative models are encouraged and will also be considered. Note that the selection of the model should be reviewed as part of the redesign process and can be changed, with budget adjustments, with justification and approval by the THECB.

If the proposal is designed to respond to other fundable projects, describe in detail how the redesign team plans to address the stated objectives. Where applicable, reference the success of similar initiatives and how the proposed approach will

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

incorporate the elements of other successful projects. Include a timeline of process milestones that will be used in quarterly reporting. Will the institution produce course materials or use commercial software (or both)? How will diverse learning styles be addressed in the redesign of the course?

7.2.5 Timeline. What is the project timeline/timetable for all activities of the project?

7.2.6 Budget. Provide a budget for the project. If available, indicate matching funds and in-kind services that will be used to support this project.

7.2.7 Assessment of Project. How will the redesign team determine if the project has been successful? Provide a plan for the evaluation the effectiveness of the redesigned course in achieving greater learning outcomes and decreased cost. Also, explain how data from the redesign project will be used for continuous improvement of the course. (Include baseline data on student learning, course completion rates, the cost of offering the course in its traditional format, and other benchmarking data in order to document their starting point in the project prior to the course redesign.)

7.3 SUSTAINABILITY AND DISSEMINATION

7.3.1 Within the Institution. What is the commitment of the institution or consortium to continue offering the course or supporting the activities of the project after it is completed? What is the plan for institution- and/or system-wide adoption of the redesigned course or other support activities?

7.3.2 Beyond the Institution. How will your institution or consortium make the redesigned course or other resource available to other institutions? If collaborating with another institution or institutions on the redesign project, how will the shared data collection and analysis responsibilities be handled and shared by each institution?

8 DELIVERABLES

8.1 General – Awarded Applicant shall, in a good and satisfactory manner, carry out the tasks necessary to implement the TCRP. The Awarded Applicant will provide administrative support for the Project. Awarded Applicant shall allow THECB to monitor and/or have an onsite review of the Program whenever requested by THECB.

Texas Course Redesign Project: Phase II
Texas Higher Education Coordinating Board

8.2 Program Reports – Awarded Applicant shall produce written reports as documented in the awarded proposal. Reports shall include evaluation for the project outcomes according to the proposed project timetable.

8.3 Program Presentations – From time to time it may be desirable for the Awarded Applicant to make formal presentations on the effectiveness of the Program at no cost to TEA, THECB, legislative committees, or other groups or audiences, as requested by THECB.

8.4 Program Continuation or Replicability – The Awarded Applicant shall develop both a sustainability plan for continuing the Project and a Replicability plan of the Project at other institutions. After review of the final evaluation report, the THECB staff shall determine the effectiveness and whether the sustainability and replicability plans may be implemented.

9 PROPOSAL EVALUATION AND AWARD

9.1 THECB staff shall evaluate all Proposals to determine if they conform to the requirements of the RFP. Those that do not conform will be eliminated from further consideration and Applicant shall be notified of that fact.

9.2 THECB shall evaluate all conforming Proposals.

9.3 THECB will negotiate with Applicant(s) to develop Contract(s)/Agreement(s) that address the items included in this RFP.

9.4 In the event that the Board finds it impossible to develop a Contract/Agreement that is satisfactory to all parties concerned, alternate Proposals may be considered.

9.5 THECB makes no assurances any Proposals will be accepted. If Proposals are deemed to be of insufficient quality or if negotiators find it impossible to develop a Contract/Agreement that serves the State's interests, no projects will be selected.