

CTEA 2012-2013 REQUEST FOR PROPOSALS

1. Briefly describe the existing program and explain the project to be implemented and/or equipment to be purchased with CTEA funds. What are the expected outcomes of the project?
2. How will this project improve your program and/or the success of your students?
3. Describe how your proposal specifically addresses each of the Nine Priority categories required of CTE programs receiving funds (Please see list of priority categories at the end of this document).
4. Provide any relevant narrative and data from the Program and Resource Planning Process (PRPP) to support your request (Cut and Paste where possible).
5. Please outline discussion or recommendations your Advisory Committee made about this project. How will the Committee's input be incorporated into this project?
6. Explain how your project relates to any applicable District-wide initiatives (e.g. Institutional Planning; Student learning Outcomes; Enrollment Management and Retention; Community Outreach, Development, and Involvement; Basic Skills, etc.).
7. If the SRJC CTEA Local Planning Team addressed this issue, please summarize how your RFP proposal relates to the Local Planning Team recommendations.
8. How will the project improve students?
 - a. CTE skills
 - b. CTE awards of certificates or degrees
 - c. Continuation and Transfer
 - d. Employment following study at SRJC (if known)
9. How will the project increase the participation and success in your program of Non-Traditional students (e.g. economically disadvantaged; individuals with limited English proficiency; students lacking college success skills; single parents; etc.)?
10. Identify any emerging industries, new workforce demands, or changing student demographics this project will address. Please provide data.
11. Partnership Bonus: Please detail participation of partners—from inside or outside the college—in this specific project.
12. Who will be responsible for implementing each activity of the project, including the role of any adjunct faculty? Please indicate if the project will require faculty reassign time or overload.

PRIORITY REQUIREMENTS FOR OCCUPATIONAL PROGRAMS RECEIVING CTEA FUNDS (Legislation requires that each funded TOP Code must meet all of the following nine requirements)

1. Strengthen the academic, career, and technical skills of students participating in career and technical education programs through the integration of academics with career and technical education programs through a coherent sequence of courses.
2. Link career and technical education at the secondary level and postsecondary level by offering the relevant elements of not less than one career and technical program of study (e.g. seamless, non-duplicative sequence of courses in a specific discipline starting in high school and culminating in a certificate, degree, or transfer pattern at a community college).
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include training of career and technical education teachers, faculty, and administrators to use technology (which may include distance learning).
4. Develop, improve, or expand the use of technology in vocational and technical education.
5. Provide professional development programs to teachers, counselors, and administrators.
6. Develop and implement evaluations of the career and technical education programs carried out with CTEA funds, including an assessment of how the needs of special population students are met.
7. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.
8. Provide services and activities that are sufficient in size, scope, and quality to be effective.
9. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs for high skill, high wage or high demand occupations that will lead to self-sufficiency.