

*Southwest Virginia Community College
Office of the President*

October 28, 2008

Dr. Inez Farrell
Director of Instructional Technology
Academic Services & Research
VCCS/James Monroe Building
101 North 14th Street, 15th Floor
Richmond, VA 23219

Dear Dr Farrell:

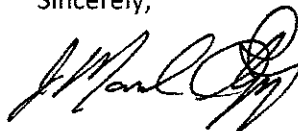
Southwest Virginia Community College (SWCC) proudly submits their CEED Grant proposal, "Preparing Learners for the 21st Century – Earning the GED While Learning IT." As the southwest region transitions to a knowledge-based economy, technology training is imperative. The Chancellor's E-learning Enhancement and Development Grant will provide a means to further develop a technologically-competent workforce.

Northrop Grumman and CGI have established their companies in Russell County in rural Southwest Virginia. While this brings a chance for increased prosperity, 39.5% of our four-county region lack a high school credential. SWCC has partnered with the Southwest Regional Adult Education program to provide a unique concept of teaching individuals ages 18-40 who have dropped out of traditional school settings. The Southwest Regional Adult Education program, *PlugGED IN* will assist these participants in completing their GED while SWCC's program, "Preparing Learners for the 21st Century – Earning a GED While Learning IT" will teach the concepts of IT. Within a six month training period, these individuals should have completed their GED, earned their Work Keys Career Readiness Certificate and completed a computer certification. Each of these credentials provides these participants with greater changes of employability or a pathway to continue their education at a post secondary institution.

SVCC is excited about this endeavor and its implications for the regional workforce economy. We are willing to dedicate significant time, effort, and financial support to the success of this project.

Thank you in advance for your consideration of this proposal.

Sincerely,

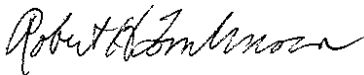


J. Mark Estep, President
Southwest Virginia Community College

 **CEED Application Cover Page** 

Completed cover page must be e-mailed to Inez Farrell (ifarrell@vccs.edu) or Added to college folder on Google Site:

<http://sites.google.com/a/email.vccs.edu/ceed/> by 5:00 p.m. ET on October 31, 2008.

| | | | |
|--|---|--|----------|
| Title of Proposed E-learning Project: | Preparing Learners for the 21 st Century - Earning the GED While Learning IT | | |
| <input type="checkbox"/> Track 1: E-learning Programs | <input type="checkbox"/> Track 2: Collaborative IT Tools | <input checked="" type="checkbox"/> Track 3: Non-Transfer | |
| Name of Primary College: | Southwest Virginia Community College | | |
| Name(s) of Collaborating College(s): | | | |
| Application Number: | <i>(System Office use only)</i> | | |
| Primary Applicant: | | | |
| Name: (Include: Dr., Mr., Ms.) | Dr. Bob Tomlinson | | |
| Title: | Vice President of Instruction | | |
| College: | Southwest Virginia Community College | | |
| Campus: | Main | | |
| Telephone/Fax#: | (276) 964-7200 FAX: (276) 964-7565 | | |
| E-mail: | bob.tomlinson@sw.edu | | |
| Co-Applicant: (NOTE: All correspondence will be sent to the primary applicant. It is the responsibility of the primary applicant to forward correspondence to any co-applicants.) | | | |
| Name: (Include: Dr., Mr., Ms.) | Dr. Barbara J. Fuller | | |
| Title: | Business Division Dean | | |
| College: | Southwest Virginia Community College | | |
| Campus: | Main | | |
| Telephone/Fax#: | (276) 964-7278 FAX: (276) 964-7285 | | |
| E-mail: | barbara.fuller@sw.edu | | |
| <i>(Add additional rows if necessary)</i> | | | |
| Important A complete set of materials consists of: | | | |
| <input type="checkbox"/> This completed application (Appendix A) | | | |
| <input type="checkbox"/> Signed letters of support from the participating institutions (the President(s)) | | | |
| <input type="checkbox"/> Budget Narrative Form (Appendix B) | | | |
| <input type="checkbox"/> CEED Budget Overview Worksheet (Appendix C, Track 1&2) (C1&C2, Track 3) | | | |
| <input type="checkbox"/> CEED Budget Breakdown Worksheet (Appendix D, Track 1&2) (D1, &D2, Track3) | | | |
| <input type="checkbox"/> Project Assessment Plan (Appendix E) | | | |
| Signature of Primary Applicant: |  | Date: | 10/30/08 |

**Chancellor's E-learning Enhancement & Development (CEED)
Application
Appendix A**

TRACK 1: E-learning TRACK 2: Collaborative TRACK 3: Non-Transfer

DESCRIPTION OF PROJECT TO BE DEVELOPED

OVERVIEW: Your project should include the required CEED components and have highlighted any preferred items that will also be encompassed.

1. Title of Proposed E-learning Project:

“Preparing Learners for the 21st Century - Earning the GED While Learning IT”

2. Alignment of the project with *Dateline 2009*, the theme of Student Success and the college's mission and strategic plan:

Virginia's community colleges embrace the mission: “to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth”. At the Chancellor's retreat in August 2008, there was discussion on the need for a “more highly educated citizenry to meet global and economic challenges and future workforce needs”. The “Preparing Learners for the 21st Century – Earning the GED While Learning IT” is an example of how to meet the future workforce needs through education. Southwest Virginia Community College has partnered with the Southwest Regional Adult Education Program which was recently funded for a PlugGED IN project. The Southwest Regional Adult Education Program was selected as one of two sites in Virginia to serve as a pilot for a contextualized GED curriculum. The Literacy Institute at Virginia Commonwealth University will be coordinating the project. It is through this partnership of strong resources that student success will be accomplished as SWCC Information Technology instructors work collaboratively with GED instructors to deliver education which assists in the successful completion of the GED as well as to develop a technological skill set which will assist them in obtaining employment in a high tech field or to continue their education at a post secondary institution.

3. Participating Colleges and their Roles; Key Personnel and their Roles:

Key college faculty involved in this initiative will include the Vice President of Instruction, Dean of Business, Information Technology Professors and Adjunct Information technology instructors.

Vice President of Instruction – The VP of Instruction will be responsible for the direct supervision of the implementation of the program, as well as offer direction to the Dean of Business.

Dean of Business – The Dean of Business will maintain direct oversight of the instruction and will oversee the IT Professors. The Dean of Business will also serve as a liaison with the Southwest Regional Adult Education program manager and the project manager with the Literacy Institute at Virginia Commonwealth University.

Information Technology Professors – will be responsible for curriculum implementation and will assume responsibility for academic counseling and mentoring. They will also be responsible for developing and giving oversight to a capstone project.

| | |
|-------------------------------|-----------------------------|
| Key Personnel | |
| VP of Instruction | Dr. Bob Tomlinson |
| Dean of Business | Dr. Barbara Fuller |
| IT Professors | James Dye, Sandy Stephenson |
| Adjunct IT Instructors | Jonathan Pruitt, Greg Hale |
| | Tony Hess, Greg Street |

4. Evidence of integration of relevant technology and flexible delivery:

“Preparing Learners for the 21st Century – Earning the GED While Learning IT” will combine comprehensive GED instruction with engaging and relevant technology skills preparation for adults age 18-40 that have not been successful in traditional educational settings. GED-related skills will be incorporated into a non-traditional, project based course which participants will complete a series of assigned technology projects, such as creating simple software programs, building virtual worlds, designing video games or programming robots.

Participants should complete the curriculum in approximately six months, at which time they will have earned a GED certificate, Career Readiness Certificate, Certified Internet Web Professional (CIW) certification and completed all project assignments, including a final capstone technology project.

Self-paced work: Participants will be assigned work they will be required to complete on their own.

Group work: Participants will learn how to collaborate and participate in team work.

Online work: Participants will utilize web-based learning by completing some of their projects and GED work online.

GED instruction: While GED-related skills will be aligned with the project curriculum, participants will receive soft skills training which will include communication skills, how to maintain a positive attitude and work place ethics. Participants will also receive instruction on test-taking skills including organizational skills, time management, and stress management skills.

Capstone project: This culminating project will demonstrate each participant's mastery of the class material and signify their readiness for entry-level employment of further education.

5. Need for the project, ability to replicate and sustain project:

CGI and Northrop Grumman, two technology-sector industries recently located in rural Southwest Virginia, representing high-demand, high-wage jobs. They have brought much-needed employment opportunities to hundreds of residents living in the region. These jobs offer the chance to increase prosperity to a sector of Virginia that has, until recently, seen little economic benefit from the new, global economy. However, due to a higher than average high school dropout rate in the region and less than adequate technology skills training, many individuals in the region's workforce do not possess the necessary entry-level skills to fill these new jobs. Virginia's Secretary of Technology, Aneesh Chopra, identified a need to develop an educational and employment program that not only prepares drop-outs to pass GED tests but also incorporates the use of technology-rich skills needed to succeed in the current competitive global workplace. The need however is not limited to southwest Virginia. According to the *Partnership for 21st Century Skills*, all U.S. workers need to be prepared for the comprehensive use of technology and to develop technological literacy skills. As southwest Virginia continues to attract technology sector industries and as technology skills become increasingly essential, there is an urgent need to develop innovative ways to fill these high-tech jobs with a well-trained, well-educated and globally competitive workforce.

The extensive human resources which surround the project will assist in the sustainability. Microsoft executives have provided SWCC with a year's free membership as a Microsoft IT Academy to allow PlugGED IN graduates access to a selection of Microsoft certification on-line study courses to further assist their successful completion of a recognized industry certification. The Human Resource officers and Information Technology program managers of Northrop Grumman and CGI will serve as mentors, give feedback about soft skills, assist with problem solving and teamwork.

Southwest Virginia Technology Development Center will provide classroom and lab space for instruction.

6. Project Description and Design:

Credit

Non-credit

“Preparing Learners for the 21st Century – Getting a GED While Learning IT” is a partnership with the Southwest Regional Adult Education Program to deliver a curriculum which will combine comprehensive GED instruction with relevant technology skills preparation for a target population of adults age 18-40 who not been successful in traditional educational settings. This curriculum will be delivered in two phases over a six month timeframe.

The need for the project was created by the establishment of two new technology-sector industries which located in rural Southwest Virginia. CGI and Northrop Grumman brought high-technology jobs to hundreds of area residents offering the chance to increase prosperity. However, due to higher than average high school drop-out rate in the region and less than adequate technology skills training, many of these residents do not possess the necessary entry-level skills to fill these new jobs. Virginia’s Secretary of Technology, Aneesh Chopra, identified a need to develop an educational and employment program that prepares students to pass the GED while incorporating technology skills needed in the current competitive global workplace.

The curriculum will be delivered in two phases:

Phase I

Participants will:

- Prepare for and earn their GED credential and Career Readiness Certificate
- Earn their Digital Literacy Certification using Microsoft IT Academy
- Complete a mini-capstone project as an introduction to exploring 21st Century IT skills as well as applying soft skills

Phase II

Participants will:

- Explore aspects of working in high tech sector jobs
- Identify one of the 3-4 certifications to explore
 - Microsoft Certified Desktop Support Technician (MCDST)
 - Certified Internet Web Professional (CIW)

APPENDIX A

- Microsoft Certified Application Specialist (MCAS)

Develop their 21st Century Skills by identifying, developing, and completing a capstone project. The project will

- Be complex and problem-based
- Involve inquiry, communication, creativity, evaluation, and critical thinking
- Be personally relevant and based on an important local need
- Be formally presented to an invited audience and added to their digital portfolio

Current Funding Sources and In-Kind

The Human Resource officers and Information Technology program managers of Northrop Grumman and CGI will serve as mentors, give feedback about soft skills, assist with problem solving and teamwork. Southwest Virginia Technology Development Center will provide classroom and lab space for instruction. Microsoft has provided a free year's membership valued at \$1,750 for SWCC to become a Microsoft Academy.

| <i>Timeline</i> | <i>Project Milestones</i> | <i>Responsible Party</i> |
|------------------------------|---|---|
| <i>October 2008</i> | <i>Development of Curriculum</i> | <i>Laurie Henry, University of Kentucky</i> |
| <i>October-December 2008</i> | <i>Recruitment of Participants</i> <i>Screening & Assessment</i> | <i>Southwest Regional Adult Education</i> |
| <i>January 2009</i> | <i>Training of Instructors</i> | <i>Richard Sebastian, Virginia Adult Learning Resource Center</i> |
| <i>January 2009</i> | <i>Wonderlic assessment</i> | <i>Workforce Development Staff</i> |
| <i>February 2009</i> | <i>Begin Instruction</i> | <i>Southwest IT Staff</i> |
| <i>March 2009</i> | <i>Robotics Training for instructors</i> | <i>Consultant within the VCCS system</i> |
| <i>July 2009</i> | <i>Administer Work Keys</i> <i>Assessment</i> | <i>Workforce Development Staff</i> |
| <i>July 2009</i> | <i>Successful Completion of GED and IT Capstone</i> | <i>GED Faculty</i> <i>SWCC Faculty</i> |

APPENDIX A

| | | |
|-----------------------------|---|---|
| <i>August 2009</i> | <i>Participants begin entry-level IT jobs or enroll in post secondary education</i> | <i>CGI, Northrop Grumman Southwest Virginia Community College Career Coaches</i> |
| <i>Fall Semester 2009</i> | <i>Enroll second cohort</i> | <i>GED Faculty SWCC Faculty</i> |
| <i>Spring Semester 2010</i> | <i>First Cohort Enrolls in second semester at SWCC</i> | <i>SWCC Faculty</i> |
| <i>February 2009</i> | <i>Successful Completion of GED and IT Capstone</i> | <i>GED Faculty SWCC Faculty</i> |
| <i>On Going</i> | <i>Continue faculty reviews of curriculum and delivery methods</i> | <i>IT Faculty GED Faculty</i> |
| <i>On Going</i> | <i>Conduct analysis of program retention</i> | <i>GED Faculty Business Division Dean</i> |
| <i>On Going</i> | <i>Monitor program completers for employment placement</i> | <i>GED Faculty Business Division Dean</i> |

7. Community/Business/Industry Support:

The Governor’s Productivity Investment Fund has already provided funding for the development of the PlugGED IN project for which SWCC’s project, “*Preparing Learners for the 21st Century – Earning the GED While Learning IT*”, will be delivering the IT portion of instruction. The Southwest Regional Adult Education program is one of 2 pilot PlugGED IN projects in Virginia.

Virginia Commonwealth University’s Adult Learning Resource Center, the Southwest Regional Adult Education program and the VCCS endorse the PlugGED IN project for which SWCC’s project will partner.

The Human Resource officers and Information Technology program managers of Northrop Grumman and CGI will serve as mentors, conduct mock interviews, give feedback about soft skills, assist with problem solving and teamwork.

Southwest Virginia Technology Development Center will provide classroom and lab space for instruction.

APPENDIX A

The Center for Innovative Technology worked through Microsoft to provide a free year's membership - a \$1,750 value, for SWCC to become a Microsoft Academy.

8. Project Plan: *See Appendix E.*

9. Budget Proposal: *See Appendices C1, C2, D1, and D2.*

10. Additional Information: *Provide any additional information that would assist reviewers in assessing the merits of this proposal.*

Notes:

1. Program materials developed or created by individuals employed by VCCS Colleges while employed by the Commonwealth of Virginia are subject to Section 12, Intellectual Property, of the "VCCS Policy Manual." Any materials developed or created in full or in part through VCCS Research Grant Awards should acknowledge the contribution of the college and the VCCS. (Refer to Section 12, "VCCS Policy Manual").

2. The decision of the committee is final.

3. Submit this VCCS Professional Development Grant Application by 5:00 pm ET on November 5, 2007. You may fill out the CEED form and save it as a word .doc or .pdf file and send via email to ifarrell@vccs.edu. No paper or hard copies will be accepted except for signed cover sheet, and letters of support.

4. Email or fax the completed cover page with required signatures and letters of support to Inez Farrell at ifarrell@vccs.edu or 804/819-4771 by 5:00 pm ET on November 5, 2007.

5. Additional Resources: [Community College Research Center](#), [Virginia Employment Commission](#), [Tomorrow's Jobs](#), [Virginia Ally Information Exchange](#), [Designated Shortage and Underserved Areas in Virginia](#), [SLOAN](#) Best Practices in distance learning, [SREB](#) Best Practices in designing online courses, [SUNY](#) Recommendations of Best Practices in instructional design for distance learning

6. Adult Education, Workforce, Developmental Ed Resources: [Achieving the Dream](#), [National Center for Developmental Education](#), [Adult Basic Education](#), [WIA One Stop](#), [Building Pathways to Success](#), [Community College Research Center](#)

APPENDIX B



**CEED Grant Program
Budget Narrative
October 2008**

Year 1

PERSONNEL

Grant Funds Requested: **Total: \$14,280**

Adjunct Faculty – During Spring and summer 2009, adjunct faculty will be utilized to teach in the Information Technology curriculum “*Preparing Learners for the 21st Century – Earning A GED While Learning IT*”. They will be utilized as well in the traditional IST program in order free up full-time instructors to work with the new project. These adjunct instructors will teach 3 nights weekly and will be compensated based on the established rates for the institution at \$595 per credit hour of instruction (\$595 X 24 credits = \$14,280.00)

College Contribution:

Dr. Barbara Fuller – (5%) (\$5,024) Dr. Fuller will serve as the director of this project. Currently she serves as the Dean of Business at Southwest Virginia Community College and is an appointed member of the Strategic IT Workforce Taskforce. She has over 30 years experience with the college, including extensive workforce experience. Dr. Fuller has participated on numerous workforce development committees and facilitated training seminars on the local, regional, state and national level. She currently serves on the Workforce Investment Board, Area One. Dr. Fuller will be responsible for oversight of the program, grant management, reporting activities and will serve as a liaison with the Southwest Regional Adult Education manager, adjunct instructors and industry partners.

Sandy Stephenson – (5%) (3,988) Ms. Sandy Stephenson serves as Professor of Information Technology at SWCC. She has 23 years in the teaching field and has worked in private industry as a programmer and consultant to IT companies. She will be responsible for working collaboratively with the adjunct instructors.

James Dye – (5%) (3,800) Mr. James Dye serves as Associate Professor of Information Technology at SWCC. He has over 10 years experience as an IT instructor and has worked in private industry as well as serving as a consultant in the IT field. He is experienced in curriculum development. He has delivered training to area agencies, schools and institutions of higher learning. Mr. Dye

APPENDIX B

will be responsible for working collaboratively with the adjunct instructors insuring student success.

PROFESSIONAL DEVELOPMENT

Grant Funds Requested: **Total: \$9,351**

Professional Development - \$5,000

Four faculty members will be provided training allowances to pursue professional development discipline specific coursework or conference attendance.

Two-day Robotics training workshop for faculty - \$2,000

Two faculty members will present at the Commission on Adult Basic Education Conference, April 18-22, 2009 and present jointly with members of PlugGED IN project. Projected cost of conference for 2 attendees: \$2351

Lodging - 4 nights x \$139 = \$1,112

Travel - 282 miles @ .34 mile -\$191

Meals - Per diem rate \$41 x 4 days -\$328

Conference Fee - \$360 x 2 - \$720

College Contribution: 0

Private Contribution: 0

PARTNERSHIPS

Grant Funds Requested: **Total: \$2,000**

Two-Day Train the Trainer for IT and GED Facilitators

Morning & Afternoon refreshment and lunch for approximately 20 people - \$600

4 Round Table meetings with PlugGED IN representatives with refreshments -
Approximately 20 people - \$400

Kick - Off reception with PlugGED IN for roll out of program - \$1,000

Approximately 50 - 100 people in attendance

APPENDIX B

College Contribution: 0

Private Contribution: **Total: \$3,300**

Lab and classroom space, 3 nights weekly at the Southwest Technology Development Center in Lebanon. This fee is based on what SWCC charges another institution for use of classroom space - \$750 per semester and for lab space - \$900. The request is for roughly 2 semesters

COURSE MATERIALS

Grant Funds Requested: **Total: \$8,000**

Participant Books/Materials @ 400 x 20 - \$8,000

College Contribution: **Total: \$4,125**

Key Train Modules for Self-Paced Instruction - \$4,025

Internet version of Work Keys \$100

Private Contribution: 0

TECHNOLOGY

Grant Funds Requested: **Total: \$16,670**

Certified Internet Web Professional Certification Exams

CIW Foundations Exam 24 @ \$125 each - \$3,000

CIW Website Design Exam 24 @ \$125 each - \$3,000

CIW Site Designer v5 Practice Tests (5 license pkg.) x 5 \$179 each - \$895

CIW Foundations Practice Tests (5 license pkg.) x 5 \$179 each \$895

CIW Foundations e-Learning Instructional Packages 24 @ 120 \$2880

The CIW certification validates job-role skills competency for entry-level job seekers and seasoned professionals alike. Four exams will be designated for instructors who will be working with this project.

APPENDIX B

Participant Lego Robotics, Engineering I Pkg. Equips Classroom of 24 - \$6,000

Lego Robotics helps participants grasp science, technology, engineering and math concepts with hands-on, motivating building sets, programming software, and curriculum relevant activity materials.

College Contribution: **Total: \$2,040**

SWCC is an Authorized Pearson VUE testing center so students will not have to travel out of the area to take the CIW exams. Most students would have to travel 150 mile round trip to take these certification exams. At .34 per mile x 20 participants taking 2 exams = \$2,040

Private Contribution: **Total - \$1,750**

Microsoft provided SWCC with a year's free membership as an IT Academy. This allows students to have access to e-learning courses to prepare for the Microsoft based certifications.

EQUIPMENT & SUPPLIES

Grant Funds Requested: **Total: \$15,200**

Office supplies, postage, DVD's, DVD covers, labels, paper - \$4,000

Participant Media Storage Device, 4GB - 20 @ \$50 - \$1,000

Participants will need to store their online work since others use the computer labs.

Work Keys Assessment CRC battery 20 @ \$55 (includes certificate) - \$1,100.00

Reading for Information, Locating Information, Applied Math

Work Keys Retakes 20 @ \$15 - \$300

The Career Readiness Certificate is a portable workforce credential endorsed by the Governor. It reflects an individual's competency level in applied math, reading for information and locating information.

External drives with case, 250 GB20 @ \$140 - \$2800

These will be used to store high-end class projects such as gaming.

High Definition Digital Camera - \$3500

This will be used for recording students programming and assembling of robots.

APPENDIX B

Digital Editing System - \$2500

This will be used for creating customized video images into a game.

College Contribution: 0

Private Contribution: 0

OTHER

Grant Funds Requested: **Total: \$8,600**

Marketing & Publicity - \$8,000

Lunch & refreshments for 2 days Robotic Training for 15 people - \$600

College Contribution: 0

Private Contribution: 0

APPENDIX B



**CEED Grant Program
Budget Narrative
October 2008**

Year 2

PERSONNEL

Grant Funds Requested: **Total: \$14,280**

Adjunct Faculty – During Spring and Summer 2010, adjunct faculty will be utilized to teach in the Information Technology curriculum, *“Preparing Learners for the 21st Century – Earning A GED While Learning IT”*. They will be utilized as well in the traditional IST program in order free up full-time instructors to work with the project. These adjunct instructors will teach 3 nights weekly and will be compensated based on the established rates for the institution at \$595 per credit hour of instruction ($\$595 \times 24 \text{ credits} = \$14,280.00$)

College Contribution: **Total: \$12,812**

Dr. Barbara Fuller – (5%) (\$5,024) Dr. Fuller will serve as the director of this project. Currently she serves as the Dean of Business at Southwest Virginia Community College and is an appointed member of the Strategic IT Workforce Taskforce. She has over 30 years experience with the college, including extensive workforce experience. Dr. Fuller has participated on numerous workforce development committees and facilitated training seminars on the local, regional, state and national level. She currently serves on the Workforce Investment Board, Area One. Dr. Fuller will be responsible for oversight of the program, grant management, reporting activities and will serve as a liaison with the Southwest Regional Adult Education manager, adjunct instructors and industry partners.

Sandy Stephenson – (5%) (3,988) Ms. Sandy Stephenson serves as Professor of Information Technology at SWCC. She has 23 years in the teaching field and has worked in private industry as a programmer and consultant to IT companies. She will be responsible for working collaboratively with the adjunct instructors.

James Dye – (5%) (3,800) Mr. James Dye serves as Associate Professor of Information Technology at SWCC. He has over 10 years experience as an IT instructor and has worked in private industry as well as serving as a consultant in the IT field. He is experienced in curriculum development. He has delivered

APPENDIX B

training to area agencies, schools and institutions of higher learning. Mr. Dye will be responsible for working collaboratively with the adjunct instructors insuring student success.

Private Contribution: 0

PROFESSIONAL DEVELOPMENT

Grant Funds Requested: **Total: \$7,500**

It is imperative for faculty to have adequate training to teach new technologies. These funds will be utilized for four IT faculty members to attend discipline specific training.

Also these funds will be utilized to send at least two faculty to a national conference to get new ideas for effective delivery of online instruction or attend a technology symposium.

College Contribution: 0

Private Contribution: 0

PARTNERSHIPS

Grant Funds Requested: **Total: \$800**

These funds will be used for hosting meetings with GED representatives
For curriculum planning and evaluation - \$300
Approximately 12 people in attendance

Reception for GED graduates and their families - \$500
Approximately 100 in attendance

College Contribution: 0

Private Contribution: 0

APPENDIX B

COURSE MATERIALS

Grant Funds Requested: **Total: \$10,125**

Key Train Licensure - \$4,025

Internet Version of Work Keys - \$100

Key Train allows students who have not scored at the level needed for the Career Readiness Certificate to work online at their own pace and retest.

Participant Books/Materials for college courses @\$300 x 20 - \$6,000

College Contribution: 0

Private Contribution: 0

TECHNOLOGY

Grant Funds Requested: **Total: \$11,750**

Computer Certification Exams and e-learning Instructional packages - \$10,000

Microsoft IT Licensure -\$1,750

College Contribution: 0

Private Contribution: 0

EQUIPMENT & SUPPLIES

Grant Funds Requested: **Total: \$4,550**

Office supplies, such as toner, ink cartridges, postage - \$2,500

DVD's, DVD Covers, paper, project folders - \$350

Work Keys Assessments, CRC Battery 20 @ \$55, includes certificate - \$1,100

Work Keys Retakes 20 @ \$30 - \$600

College Contribution: 0

Private Contribution: 0

APPENDIX B

OTHER

Grant Funds Requested: **Total: \$995**

These funds will be used for marketing and publicity. This will showcase student success and serve as a recruitment tool.

College Contribution: 0

Private Contribution: 0

APPENDIX C—Overview Budget

| CEED GRANT TOTAL BUDGET OVERVIEW WORKSHEET | | | | |
|---|-----------------------------|-----------------------------|---|--------------------|
| COLLEGE: Southwest Virginia Community College | | | | |
| COLLEGE CONTRIBUTION (itemize below): \$16,937 | | | | |
| CEED GRANT TOTAL PROJECT BUDGET OVERVIEW 2008-09 | | | | |
| COLLEGE NAME: Southwest Virginia Community College | | | | |
| CATEGORY | VCCS FUNDS REQUESTED | COLLEGE CONTRIBUTION | PRIVATE SECTOR CONTRIBUTION (or other grant funds) | TOTAL COSTS |
| PERSONNEL | \$14,280 | \$12,812 | \$0 | \$27,092 |
| PROFESSIONAL DEVELOPMENT | \$9,351 | \$0 | \$0 | \$9,351 |
| PARTNERSHIPS | \$2,600 | \$0 | \$5,050 | \$7,650 |
| COURSE MATERIALS | \$0 | \$0 | \$0 | \$0 |
| TECHNOLOGY | \$16,670 | \$0 | \$0 | \$16,670 |
| EQUIPMENT & SUPPLIES | \$23,200 | \$0 | \$0 | \$23,200 |
| OTHER | \$8,000 | \$4,125 | \$2,040 | \$14,165 |
| | | | GRAND TOTAL | \$98,128 |
| TOTAL | \$74,101 | \$16,937 | \$7,090 | \$98,128 |
| % of Total Project Budget | 76% | 17% | 7% | 100% |

APPENDIX C—Overview Budget

| CEED GRANT TOTAL BUDGET OVERVIEW WORKSHEET | | | | |
|---|-----------------------------|-----------------------------|---|--------------------|
| COLLEGE NAME: Southwest Virginia Community College | | | | |
| COLLEGE CONTRIBUTION (itemize below): \$12,812 | | | | |
| CEED GRANT TOTAL PROJECT BUDGET OVERVIEW 2009-10 | | | | |
| COLLEGE NAME: Southwest Virginia Community College | | | | |
| CATEGORY | VCCS FUNDS REQUESTED | COLLEGE CONTRIBUTION | PRIVATE SECTOR CONTRIBUTION (or other grant funds) | TOTAL COSTS |
| PERSONNEL | \$14,280 | \$12,812 | \$0 | \$27,092 |
| PROFESSIONAL DEVELOPMENT | \$7,500 | \$0 | \$0 | \$7,500 |
| PARTNERSHIPS | \$800 | \$0 | \$0 | \$800 |
| COURSE MATERIALS | \$0 | \$0 | \$0 | \$0 |
| TECHNOLOGY | \$15,875 | \$0 | \$0 | \$15,875 |
| EQUIPMENT & SUPPLIES | \$10,550 | \$0 | \$0 | \$10,550 |
| OTHER | \$995 | \$0 | \$0 | \$995 |
| | | | GRAND TOTAL | \$62,812 |
| TOTAL | \$50,000 | \$12,812 | \$0 | \$62,812 |
| % of Total Project Budget | 80% | 20% | 0% | 100% |

APPENDIX D—Breakdown Budget

| CEED GRANT BUDGET BREADKDOWN WORKSHEET-2008-09 | | | | |
|---|--|---------------------------|---------------------------|-----------------|
| COLLEGE NAME: Southwest Virginia Community College | | | | |
| COLLEGE CONTRIBUTION (itemize below): \$24,027 | | | | |
| GRANT FUNDS REQUESTED: \$74,101 | | | | |
| CATEGORY | SPECIFIC ITEM(S) | START-UP (1ST YEAR) COSTS | ANNUAL (CONTINUING) COSTS | TOTAL COSTS |
| PERSONNEL | | | | |
| Full Time Faculty | | | | \$0 |
| Adjunct Faculty | Instruction | \$14,280 | | \$14,280 |
| Administrator | | | | \$0 |
| Other | | | | \$0 |
| PERSONNEL SUBTOTAL | | | | \$14,280 |
| PROFESSIONAL DEVELOPMENT | | | | |
| | Faculty Program Specific Training | \$7,000 | | \$7,000 |
| | Professional Conference Presentation | \$2,351 | | \$2,351 |
| PROFESSIONAL DEVELOPMENT SUBTOTAL | | | | \$9,351 |
| PARTNERSHIPS | | | | |
| PlugGED | Joint Meetings, Meals, Refreshments | \$2,600.00 | | \$2,600 |
| | | | | \$0 |
| PARTNERSHIPS SUBTOTAL | | | | \$2,600 |
| TECHNOLOGY | | | | |
| Send/Receive Technology | e-Learning Instructional & Cert. Exams | \$16,670 | | \$16,670 |
| | | | | \$0 |
| TECHNOLOGY SUBTOTAL | | | | \$16,670 |
| EQUIPMENT & SUPPLIES | | | | |
| New Equipment | HD Digital Camera/Editing System | \$6,000 | | \$6,000 |
| | External Drives with Case | \$2,800 | | \$2,800 |
| | Patricipant Media Storage Device | \$1,000 | | \$1,000 |
| Consumable Supplies | Work Keys Assessments | \$1,400 | | \$1,400 |
| | Participants Books/Materials | \$8,000 | | \$8,000 |
| | Printer Cartridges; Office Supplies | \$4,000 | | \$4,000 |
| EQUIPMENT & SUPPLIES SUBTOTAL | | | | \$23,200 |
| OTHER | | | | |
| | Marketing and Publicity | \$8,000 | | \$8,000 |
| | | | | \$0 |
| OTHER SUBTOTAL | | | | \$8,000 |

| | | |
|------------------------------|--------------------|-----------------|
| GRANT FUNDS REQUESTED | GRAND TOTAL | \$74,101 |
|------------------------------|--------------------|-----------------|

| ITEMIZED COLLEGE CONTRIBUTION | | | | |
|--------------------------------------|------------|----------|--|-----------------|
| College Budget | | | | |
| College Personnel | In-kind | \$12,812 | | \$12,812 |
| Other Grants | In-kind | \$4,125 | | \$4,125 |
| Business Partners | Cash Match | \$5,050 | | \$5,050 |
| Other | Cash Match | \$2,040 | | \$2,040 |
| TOTAL COLLEGE CONTRIBUTION | | | | \$24,027 |

APPENDIX D—Breakdown Budget

| CEED GRANT BUDGET BREADKDOWN WORKSHEET-2009-10 | | | | |
|---|--|-------------------------|------------------------------|-----------------|
| COLLEGE NAME: Southwest Virginia Community College | | | | |
| COLLEGE CONTRIBUTION (itemize below): \$12,812 | | | | |
| GRANT FUNDS REQUESTED: \$50,000 | | | | |
| CATEGORY | SPECIFIC ITEM(S) | TART-UP (1ST YEAR) COST | ANNUAL (CONTINUING) COSTS | TOTAL COSTS |
| PERSONNEL | | | | |
| Full Time Faculty | | | | \$0 |
| Adjunct Faculty | Instruction | | \$14,280 | \$14,280 |
| Administrator | | | | \$0 |
| Other | | | | \$0 |
| PERSONNEL SUBTOTAL | | | | \$14,280 |
| PROFESSIONAL DEVELOPMENT | | | | |
| | Faculty Program Specific Training | | \$7,500 | \$7,500 |
| PROFESSIONAL DEVELOPMENT SUBTOTAL | | | | \$7,500 |
| PARTNERSHIPS | | | | |
| PlugGED | Joint Meetings, Meals, Refreshments | | 800 | \$800 |
| PARTNERSHIPS SUBTOTAL | | | | \$800 |
| TECHNOLOGY | | | | |
| Send/Receive Technology | e-Learning Instructional & Cert. Exams | | \$11,750 | \$11,750 |
| | Key Train Licensure/Internet Version of Keys | | \$4,125 | \$4,125 |
| TECHNOLOGY SUBTOTAL | | | | \$15,875 |
| EQUIPMENT & SUPPLIES | | | | |
| New Equipment | | | | |
| Consumable Supplies | Work Keys Assessments and Retakes | | \$1,700 | \$1,700 |
| | Participant Books/Materials | | \$6,000 | \$6,000 |
| | Printer Cartridges; Office Supplies | | \$2,850 | \$2,850 |
| EQUIPMENT & SUPPLIES SUBTOTAL | | | | \$10,550 |
| OTHER | | | | |
| | Marketing and Publicity | | \$995 | \$995 |
| OTHER SUBTOTAL | | | | \$995 |
| | | | GRANT FUNDS REQUESTED | \$50,000 |
| | | | GRAND TOTAL | \$50,000 |
| ITEMIZED COLLEGE CONTRIBUTION | | | | |
| College Budget | | | | \$0 |
| College Personnel | In-kind | \$12,812 | | \$12,812 |
| Other Grants | | | | \$0 |
| Business Partners | | | | \$0 |
| Other | | | | \$0 |
| TOTAL COLLEGE CONTRIBUTIO | | | | \$12,812 |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

CEED PROJECT ASSESSMENT PLAN

| Goals/ Objectives | Activities | Expected Outcomes | Deliverables & Location | Date Completed | Assessment Strategy | Workforce / Critical Need |
|---|---|---|---|-------------------|---|--|
| YEAR 1 | | | | | | |
| <p>1. Enroll 20 participants in 12 college credits in online/hybrid customized IT courses, who have been identified by Southwest Regional Adult Education Program-PlugGED IN.</p> <p>2. Enroll participants in second semester at SWCC who chose to continue their education.</p> | <p>1A Assess participants utilizing Wonderlic to determine ability to benefit.</p> <p>1B Participants will also be assessed with TABE for GED requirements.</p> <p>1C Coordinate IT courses with Contextualized GED, developing each course as a hybrid online.</p> | <p>1. 90% of the participants will obtain the Career Readiness Certificate.</p> <p>2. 90% of the participants will obtain their GED.</p> <p>3. 80% will successfully complete 1 or more Certified Internet Web(CIW) certifications.</p> <p>4. 75% will obtain the</p> | <p>1A Four customized IT courses which will lead to the Certified Internet Web Professional Certification</p> <p>1B Contextualized GED curriculum which can serve as a role model</p> | July 2009 | <p>The Dean of Business and IT professors will evaluate the quality and effectiveness of the customized IT courses and delivery methods of the first cohort.</p> <p>Student retention and completion will be evaluated by both SWCC and Southwest Regional Adult Education Program PlugGED IN</p> | <p>Two major IT firms have established operations in the region seeking to meet employment goals of 700 members.</p> <p>Education and training programs need to be designed to meet current and future employer demands.</p> |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | |
|---|---|--|--|--|--|
| <p>1D Prepare students for Certified Internet Web Professional Certification Exams</p> <p>1E Administer Work Keys Assessments – Reading For Information Locating Information Applied Math</p> | <p>credential of Certified Internet Web Professional.</p> <p>5. 60% will choose to continue their education at a post secondary institution.</p> <p>6. 40% will choose to seek entry-level positions with an IT firm.</p> | | | | |
| <p>2A Connect Participants with Career Coaches and student support services to ensure continued success.</p> | | | | | |
| | | | | | |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



CEED PROJECT ASSESSMENT PLAN

| Goals/ Objectives | Activities | Expected Outcomes | Deliverables & Location | Date Completed | Assessment Strategy | Workforce / Critical Need |
|----------------------|------------|----------------------|----------------------------|-------------------|------------------------|---------------------------------|
| YEAR 1 | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

CEED PROJECT ASSESSMENT PLAN

| Goals/ Objectives | Activities | Expected Outcomes | Deliverables & Location | Date Completed | Assessment Strategy | Workforce / Critical Need |
|--|--|---|---|-------------------|--|---|
| YEAR 2 | | | | | | |
| Enroll second cohort of 20 participants selected by Southwest Regional Adult Literacy Program, PlugGED IN | 1A Assess participants utilizing Wonderlic to determine ability to benefit. 1B Participants | 1. 95% of the participants will obtain the Career Readiness Certificate. 2. 95% of the participants will | Four modified IT courses as determined by the first cohort's experience | July 2010 | The Dean of Business and IT professors will evaluate the quality and effectiveness of the customized IT courses and delivery | Two major IT firms have established operations in the region seeking to meet employment goals of 700 members. |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | | |
|--|--|--|--|--|--|---|
| <p>2. Enroll participants in second semester at SWCC who chose to continue their education.</p> | <p>will also be assessed with TABE for GED requirements.</p> <p>1C Coordinate IT courses with Contextualized GED, developing each course as a hybrid online.</p> <p>1D Prepare students for Certified Internet Web Professional Certification Exams</p> <p>1E Administer Work Keys Assessments – Reading For Information Locating Information Applied Math</p> | <p>obtain their GED.</p> <p>3. 85% will successfully complete 1 or more Certified Internet Web(CIW) certifications.</p> <p>4. 80% will obtain the credential of Certified Internet Web Professional.</p> <p>5. 60% will choose to continue their education at a post secondary institution.</p> <p>6. 40% will choose to seek entry-level positions with an IT firm.</p> | | | <p>methods of the first cohort.</p> <p>Student retention and completion will be evaluated by both SWCC and Southwest Regional Adult Education Program PlugGED IN</p> | <p>Education and training programs need to be designed to meet current and future employer demands.</p> |
|--|--|--|--|--|--|---|

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | | |
|---|--|--|--|--|--|--|
| 2A Connect students with Career Coaches and student support services to ensure success. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



CEED PROJECT ASSESSMENT PLAN

| Goals/ Objectives | Activities | Expected Outcomes | Deliverables & Location | Date Completed | Assessment Strategy | Workforce / Critical Need |
|----------------------|------------|----------------------|----------------------------|-------------------|------------------------|---------------------------------|
| YEAR 2 | | | | | | |

VIRGINIA COMMUNITY COLLEGE SYSTEM
APPENDIX E-TK3

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



Southwest Regional Adult Education

Buchanan, Dickenson, Russell, & Tazewell County Public Schools

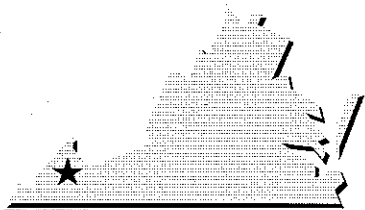
Linda Allen, Regional Program Manager

PO Box 8 Lebanon, Virginia 24266

Phone # (276) 889-5424 • Fax # (276) 889-3246

Email: lallen@russell.k12.va.us

www.russell.k12.va.us/adulted



October 27, 2008

Dr. Inez H. Farrell
Director of Instructional Technology
101 N. 14th Street
Richmond, VA 23219

Dear Dr. Farrell:

Southwest Regional Adult Education is pleased to offer a letter of support on behalf of this application by Southwest Virginia Community College for funding under the 2009 Chancellor's E-learning Enhancement and Development (CEED) Program. The regional adult education program and Southwest Virginia Community College have a long history of collaboration that includes professional development, referrals, scholarship programs, mentoring and program development. We are pleased to partner with Southwest Virginia Community College in the development and implementation of PlugGED In.

The establishment of two new technology-sector industries, CGE and Northrop Grumman, in Russell County has brought much-needed employment opportunities to hundreds of residents living in the southwest Virginia region. However, due to a higher than average high school dropout rate in the region and less than adequate technology skills training, many in the workforce of Russell County and surrounding counties do not possess the necessary entry-level skills to fill these new jobs. PlugGED In is an educational and employment program that not only prepares dropouts to pass the GED tests but also incorporates the use of technology-rich skills Virginians need to succeed in the current competitive global workplace.

As part of Southwest Regional Adult Education's commitment to the program, we will provide two GED instructors and funding for their part-time salaries and benefits. We will also provide instructional material and supplies to support the contextualized GED program. In addition, PlugGED In marketing and outreach will be funded, developed and distributed by Southwest Regional Adult Education.

We look forward to this partnership and to implementing a program that provides an opportunity for students who successfully complete the six-month curriculum to graduate not only with their GED credential but also with a portfolio of technology products, and in-depth understanding of potential technology sector skills, and valuable professional contact that will enable them to pursue entry-level work or additional post-secondary education and training.

Sincerely,

Linda Allen
Regional Program Manager
Southwest Regional Adult Education