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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

Code: AA-2003-01
January 6, 2003

To: Dr. Manuel A. Esteban, CSU Chico
Dr. John D. Welty, CSU Fresno
Dr. Milton A. Gordon, CSU Fullerton
Dr. James M. Rosser, CSU Los Angeles
Dr. Peter P. Smith, CSU Monterey Bay
Dr. Jolene Koester, CSU Northridge
Dr. Bob H. Suzuki, Cal Poly Pomona
Dr. Albert K. Karnig, CSU San Bernardino
Dr. Alexander Gonzalez, CSU San Marcos
Dr. Marvalene Hughes, CSU Stanislaus

From: David S. Spence

Subject: Request for Proposals to Implement Reading Institute for Collaborative Academic Preparation (RICAP)

Two years ago, we began to hear from Collaborative Academic Preparation Initiatives (CAPI) directors and California State University (CSU) and high school English faculty participating in the CAPI project about the inability of many high school students to read critically. Many English faculty shared with us that they were discovering that one of the key problems with the acquisition of English skills in high school was more a function of the inability of some students to read strategically rather than problems with composition.

In response to the identification of this need, CSU collaborated with the University of California (UC) to offer a special professional development institute in critical reading for CSU and high school faculty participating in CAPI. The new critical reading institutes that began in spring 2002 addressed the specific strategic reading and writing needs of those 11th grade students who meet regular CSU admission requirements, i.e., those in the upper one-third of their high school graduating class who complete four years of high school English, but who still need remedial courses prior to entering college level English courses. The new CAPI critical reading institutes were supported through the existing California Professional Development Institutes (CPDI).

Eight CAPI projects implemented institutes in collaboration with their regional California Subject Matter Project (California Reading and Literature Project and California Writing Project) this past year. The participating campuses in 2001-02 were Bakersfield, Dominguez Hills, Hayward, Long Beach, Sacramento, San Diego, San Francisco, and San Jose.

The institutes were unique in the history of professional development in California because of the focus on (1) the strategic reading needs of college-bound high school students and (2) regional teams of CSU and high school educators working together to address specified goals and content during the institutes. Overall the experience of institute leaders and participants was positive as evidenced through surveys and observations by outside evaluators. Unfortunately the 2002/03 state budget did not include in UC's budget continued funding for CPDI, and we were unable to expand the special CAPI Reading Institute through this resource. However, we have identified funding to support a limited number of additional professional development institutes in reading that may be implemented in 2003 at those CAPI campuses that were unable to participate in the 2001-2002 institutes.

The Chancellor's Office is soliciting from CAPI projects at your campus proposals to implement critical Reading Institutes for Collaborative Academic Preparation (RICAP). The focus of these institutes will be on implementing an updated curriculum that addresses students' abilities to read and write strategically based upon feedback from the 2001-02 CAPI Reading Institutes.

Proposals are due in the Chancellor's Office, Academic Affairs, Student Academic Support by 5:00 p.m. on Friday, January 31, 2003. Review will begin immediately with announcement of awards expected February 3, 2003. Questions about the Request for Proposals may be directed to Mr. Allison G. Jones, Assistant Vice Chancellor, Student Academic Support, at (562) 951-4744 or <ajones@calstate.edu >.

DSS/tjv

Attachment

cc: Dr. Charles B. Reed
Mr. Richard P. West
Dr. Gary A. Hammerstrom
Mr. Allison G. Jones
Vice Presidents for Academic Affairs
CAPI Directors

**COLLABORATIVE ACADEMIC PREPARATION
INITIATIVES (CAPI) - READING INSTITUTE FOR
COLLABORATIVE ACADEMIC PREPARATION (RICAP)**

REQUEST FOR PROPOSALS 2003-04

PURPOSE

In January of 1996, the California State University (CSU) Board of Trustees introduced a plan to reduce the need for remediation in English and mathematics to not more than ten percent of regularly admitted new freshman by 2007. To assist in this endeavor, the Collaborative Academic Preparation Initiative (CAPI) was implemented at 19 CSU campuses to assist those high schools with the highest number of students needing remediation upon entry to the CSU. Since the inception of CAPI in 1999 great strides have been made in reducing the need for remediation in mathematics. However, remediation in English has remained about the same for the last two years.

Two years ago, we began to hear from CAPI directors and CSU and high school English faculty participating in the CAPI project about the inability of many high school students to read effectively. Many English faculty shared with us that they were discovering that one of the key problems with the acquisition of English skills in high school was more a function of the inability of some students to read rather than problems with composition. In response to the identification of this need, CSU in collaboration with the University of California (UC) offered a special California Professional Development Institute (CPDI) in Reading in cooperation with the CSU CAPI. The new Reading CPDI addressed the specific strategic reading and writing needs of those 11th grade students who meet regular CSU admission requirements, i.e., those in the upper one-third of their high school graduating class who complete four years of high school English, but who still need remedial courses prior to entering college level English courses.

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In support of the expansion of this special initiative, the CSU Office of the Chancellor has identified \$904,500 in special funding to support additional professional development institutes in reading that may be implemented in 2003 at those CAPI campuses that were unable to participate in the 2001-2002 institutes. The following campuses will be eligible to submit proposals for these funds:

CSU Chico	CSU Northridge
CSU Fresno	Cal Poly Pomona
CSU Fullerton	CSU San Bernardino
CSU Los Angeles	CSU San Marcos
CSU Monterey Bay	CSU Stanislaus

The Chancellor's Office is soliciting from the CAPI projects at identified above proposals to implement Reading Institutes for Collaborative Academic Preparation (RICAP). The focus of these institutes will be on implementing an updated curriculum that addresses students' abilities to read and write strategically based upon feedback from the 2001-02 CAPI Reading Institutes. Campuses may elect to begin their institutes later this winter or after July 1, 2003. All campuses will have 12 months to offer the 120 hours of professional development (80 hours of institute and homework/independent study time and 40 hours of site-based team meetings/collaborative work). The budget for each campus will be calculated at \$1,850 per participant—\$1,000 of which is reserved for the participant stipend and \$850 for operating costs.

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Campuses that seek funding under this initiative should establish partnerships with a regional English Language Arts California Subject Matter Project to assist the professional development institutes. The advantages of partnering with a regional California Reading and Literature Project or California Writing Project office include support for publicizing institute events, securing facilities and catering, processing registration and stipend payments, identifying institute leadership, maintaining participant data, purchasing and duplicating materials, and so forth.

A Leadership Institute will be offered to interested campuses in late February or early March. The Leadership Institute is an opportunity to bring together potential institute leaders, facilitators, and speakers from those campuses that are planning to submit proposals for RICAP. More information regarding the Leadership Institute dates and locations will be forwarded once they are finalized. The curriculum for RICAP will be similar to the curriculum used in the professional development institutes last year. Some revisions to the curriculum are anticipated based on the survey feedback received from both institute leaders and participants from 2001-02.

Minimum Criteria

- The proposal must include the name of the CSU campus.
- The proposal must include the name and contact information (address, phone, fax, email) for CAPI project personnel and any other campus personnel involved in conducting the institute.
- The proposal must include the name and contact information (address, phone, fax, email) for the regional California Subject Matter Project partners as applicable.
- The proposal must include the proposed number of institute participants with letters of commitment from partner high school(s) and/or school districts.

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- The proposal must include an operating budget based on the number of expected participants. A sample institute budget from the 2001-02 institutes is included for your reference.
- The proposal must identify the fiscal year for beginning the institutes: 2002-03 or 2003-04
- The proposal must include a timeline for offering the 80 hours of institute and homework time. A sample 10-module template from the 2001-02 institutes is included for your reference.
- The proposal must include a description of the partnership arrangement with the regional subject matter project or description of local infrastructure to accomplish institute activities
- The proposal must include a description of current CAPI activities related to professional development in reading and how they will be integrated with institute activities
- The proposal must include a description of the need for professional development in reading evidenced through CAPI or other outreach activities and the most important areas of emphasis for a professional development institute in reading based on that experience.
- The proposed program cannot supplant other sources of funding and support. The programs funded must establish new activities or supplement and expand existing efforts directed toward reducing the need for university remediation through stronger academic preparation while still in high school.

Format

There is no fixed format for the proposal or order for presentation with the exception of the budget request detail. Proposals should describe clearly the partners involved, the anticipated number of participants, a timeline for the 80 institute hours, an operating budget, who will be responsible for the administration of the institute, and how the institute will be integrated with current CAPI activities.

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Proposals, excluding budget and letters of commitment, should not exceed 6 pages, double spaced, 12 point font.

Budget Considerations

It is expected that institute funding will vary significantly campus by campus and region by region in relationship to the numbers of schools and students served. As a result, there is no minimum funding level.

The budget should be calculated at \$1,850 per participant—\$1,000 of which is reserved for the participant stipend and \$850 for operating costs.

Campuses should budget for administrative overhead at the rate of 5% of total project cost.

RPF Submission Date

Proposals for Reading Institute for Collaborative Academic Preparation (RICAP) funding are due in the Chancellor's Office, Office of Student Academic Support, by 5:00 p.m. on *Friday, January 24, 2003*. Review will begin immediately with announcement of awards expected February 3, 2003 to enable campuses to begin to plan to implement the reading institutes and participate in the Leadership Institute.

The proposal to conduct a professional development institute in reading must be developed by the CAPI project at the requesting CSU campus and should be submitted to:

Alan Liebrecht, Associate Director Outreach Services
Student Academic Support
Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

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Assistance with Questions

Questions about the Request for Proposals may be directed to Mr. Alan J. Liebrecht, Associate Director of Outreach Services, Academic Affairs, Student Academic Support. Mr. Liebrecht may be reached by telephone at (562) 951-4733 or by e-mail at < aliebrecht@calstate.edu >.