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BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

PROFESSIONAL SERVICE AGREEMENT  
EPHREM RABIN  
CENTER FOR DISTANCE LEARNING  
HAROLD WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

That there is a need to enter into a Professional Service Agreement in the amount not to exceed \$60,000.00 with the Rabin Consulting Group as a consultant for the Center for Distance Learning at Harold Washington College; and

the term for the agreement is the period time commencing on November 1, 2002 and ending August 31, 2003 for implementation and monitoring of "Web Education" for all Distance Learning courses operated out of Harold Washington College for the benefit of the entire District.

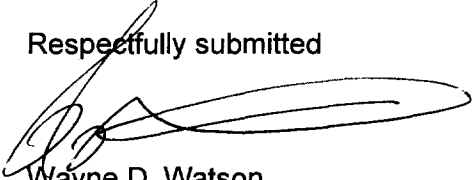
RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into an agreement with the Rabin Consulting Group in the amount not to exceed \$60,000.00.

FINANCIAL

\$60,000.00 – Educational Funds – *DEPT. I.D. 00032000450*

Respectfully submitted



Wayne D. Watson  
Chancellor



Prepared by  
Nancy C. DeSombre  
President  
Harold Washington College

COLLEGE REVIEW: *Nancy C. DeSombre* REQN.# \_\_\_\_\_  
President

November 7, 2002

CENTRAL OFFICE REVIEWS & DATES SIGNED:

Purchasing Date _____	Treasurer _____	Legal _____	Board Office _____
Admin. Svcs. Date _____	Academic Aff. _____	HR _____	Finance _____
OIT _____	Date _____		

Office of the President

To: Wayne Watson

From: Nancy C. DeSombre

CC: Maritza Marrero

Re: **Web-Enhanced Education** at Harold Washington College

**Web-enhanced education** is a relatively recent phenomenon, which refers to the blending of the best practices of both traditional on-campus education and Distance Learning (DL). Currently opportunities exist for our Center for Distance Learning students that are not currently available for our on-campus student. Center for Distance Learning students, using the Internet, can engage in online activities, perform interactive experiments, view up-to-date reports, check their grades, syllabus, and communicate with their instructor and fellow students. In addition, their education is not bound to a time and place, but can occur at any time and any place.

City Colleges of Chicago on-campus students are currently deprived of these enriching educational opportunities except in cases where a few leading web savvy instructors have embraced the advantages of the Internet on their own. This proposal presents a blueprint for correcting this inequity prior to the transfer of the Center for Distance Learning to Kennedy-King College by creating a **Web-enhanced** on-campus educational environment combining the best features of Distance Learning and on-campus instruction.

In order to increase Faculty awareness of and involvement in **Web Enhanced Education** prior to the transfer of the Center for Distance Learning to Kennedy-King College, I am requesting approval for a consultancy at Harold Washington College to setup and foster "**web-enhanced education**". In preparation for this initiative, I have taken great pains over the last two years to make certain that all Center for Distance Learning Instructors plus all, full-time HWC faculty have established their own websites, to which has been posted all of their current course syllabi and any other relevant material as they see fit.

To achieve this goal I am requesting your approval for an establishment of a Consultant **Web-enhance** Coordinator position beginning here at Harold Washington College and moving with Center for Distance Learning to Kennedy-King College. Deliverables will include the following:

- Assist and oversee the creation and monitoring of all on campus **web-enhanced** courses
- Assume overall administration of Center for Distance Learning college-wide computerized course management system
- Identify and train Center for Distance Learning's support team consisting of Center for Distance Learning full and part-time staff departments closely aligned with this program
- Represent the Center for Distance Learning at key national, state, and district-wide committee meetings and all other related activities regarding this project



Office of the President

The following specific functions will be performed directly by the Consultant:

Fall 2002:

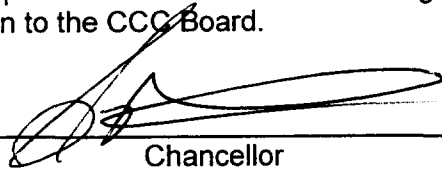
- Creating course shells
- Copying course shells from the previous term for use in the next semester
- Uploading course cartridges
- Training Full-time and Adjunct Faculty
- Trouble shooting/assisting faculty and students with course management software
- Creating and implementing Web based course Utilization Policies
- Archive all courses
- Training all Center for Distance Learning and other interested City Colleges of Chicago administrators in the use of Blackboard on campus

Spring 2002

- Create 20 **Web-enhanced** courses
- Setup the course templates and download the individual course cartridges
- Provide additional training and support for the faculty and administration
- Provide student support by training the computer lab aides and tutors
- Recruit and train twenty additional faculty members for the Fall 2004 semester
- Meet with the District Coordinating Committee
- Coordinate activities with the on-campus support team
- Conduct on-going review and evaluation

In an extremely tight budget year I have purposely set aside the sum of \$60, 000 dollars for this consultancy which my research has shown is competitive with the market so that it may attract a properly qualified consultant. I am seeking your approval of this consultancy prior to presentation to the CCC Board.

Approved: \_\_\_\_\_



Chancellor

Date: \_\_\_\_\_

