



## **APPLICATION FOR SELECTION OF REVIEW COMMITTEE MEMBERS**

### **State Content Standards in Computer Science and Cybersecurity September 24, 2024**

The North Dakota Department of Public Instruction, Office of Academic Support (STATE) invites any eligible applicant to apply to serve as a review committee member responsible for reviewing and providing comments on provisional drafts of the North Dakota state content standards in Computer Science and Cybersecurity, prepared by a separate committee of content specialists.

#### **1. Program Summary**

The STATE seeks individuals to serve on the committee to review prospective drafts of state academic content standards in physical education prepared by a separate committee of content specialists.

#### **2. Definitions**

**STATE** - North Dakota Department of Public Instruction, Office of Academic Support

**Business, Industry, and Labor** - Any non-governmental business, industry, or labor representatives based in North Dakota requiring or advancing the employment of a skilled workforce.

**Community Leaders** - Any elected or appointed 1) public office holder, including members of the State’s Legislative Assembly, local public school boards, or city/county officials; or 2) designated representative of a North Dakota community or educational-based association.

**General Public** - Any citizen of the State of North Dakota.

#### **3. Contact Information**

Davonne Eldredge is the point of contact for this application process. Applicants must direct all communications regarding this Application for Selection to the Point of Contact. Unauthorized contact with other STATE employees regarding the application process may result in the applicant’s disqualification.

**Point of Contact:** Davonne Eldredge

**Phone:** 701-328-4525

**Email:** [deldredge@nd.gov](mailto:deldredge@nd.gov)

#### **4. Application Schedule**

The following schedule lists the estimated dates the STATE will follow.

- Application for Selection Issued September 24, 2024
- Applications Due October 7, 2024
- Evaluation Completed by approximately October 14, 2024
- STATE issues Notification of Selection (approx.) October 21, 2024
- Contract Start Date November 4, 2024

**5. Assistance to Applicants with a Disability**

Applicants with a disability who need accommodation should contact the point of contact before the deadline for receipt of applications so that reasonable accommodations can be made.

**6. Specifications**

The STATE is searching for the involvement of business, industry, and labor representatives, community leaders, and the public to serve on the review committee. The review committee will be divided into the following areas:

- a. Business, Industry, and Labor
- b. Community Leaders
- c. General Public

A maximum of up to ten (10) individuals will be selected.

The Review Committee will review the drafts the Standards Writing Committee proposed and provide feedback.

**7. Application Submission Information and Deadline for Receipt of Applications**

Applications must be submitted by the date specified in the Application Schedule. Failure to apply by the deadline may cause rejection.

**8. Location of Work**

The work will be performed, completed, and managed virtually through TEAMS. Applicants can access personal laptop computers to expedite project activities and enhance participation.

**9. Submission Requirements**

For the STATE to evaluate applications fairly and thoroughly, applicants must follow the format set out in this Application for Selection and provide all information requested as follows:

- a. Cover letter
- b. Completed Application Form

**10. Review Committee Work Schedule**

Applicants selected according to the requirements of the Application and evaluation outcome must participate in one draft review of the proposed content standards. The tentative online meeting date(s):

- November 4, 2024
- January 2025 (TBD)

Should the committee decide, a review committee representative may meet with the content specialists to communicate the committee's findings on the proposed content standards.

**11. Review Committee Member Reimbursement**

STATE will reimburse for meals, mileage, and lodging at the state rate, if applicable. **(This is a virtual meeting, so this will not apply.)**

**12. General Approval Information**

- a. **Application Evaluations** - All applications will be reviewed to determine if they meet all requirements. A review committee will evaluate responsive applications.
- b. **Notification of Selection** - Committee selections will be based solely on the evaluation scores outlined in the Application for Selection. See Evaluation Criteria, Attachment A.

The state reserves the right to adjust the size of the final committee membership to serve the state's best interests. The NDDPI point of contact for the Application will issue a written Notification of Selection to all applicants. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of Applicants will not be part of the Notification of Selection.

**13. Confidentiality**

Applicant shall not use or disclose any information received from STATE under this Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by STATE. STATE shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential. STATE determines, in its sole discretion, that it is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, NDCC ch. 44 04. The duty of STATE and Applicant to maintain the confidentiality of information under this section continues beyond the term of this activity.

**14. Independent Entity**

Applicant is an independent entity under the Contract. Applicant is not a state worker for any purpose, including applying the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law, and the North Dakota Workforce Safety and Insurance Act. Applicant retains sole and absolute discretion in the manner and means of carrying out Applicant's activities and responsibilities of the Review Committee, as specified in the Application for Selection.

**15. Conflict of Interest**

Applicants must disclose any instances where any individuals working on the Contract have a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the State of North Dakota). The STATE reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Applicant's proposal. The STATE's determination regarding any questions of conflict of interest is final.

**16. Compliance with Public Records Laws**

Applicant understands that, under the Contract's Confidentiality clause (Section 16), STATE must disclose any records it receives from Applicant to the public upon request. Applicant further understands that any documents obtained or generated by Applicant under the Contract, except for confidential records, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Applicant agrees to contact STATE promptly upon receiving a request for information under the public records law and comply with STATE's instructions on responding to the request.



## North Dakota Department of Public Instruction

### EVALUATION CRITERIA REVIEW COMMITTEE MEMBERS

#### State Content Standards in Computer Science and Cybersecurity

Maximum Points Available 90

#### REQUIRED NARRATIVE RATING SCALE

##### 90 Points Maximum

Applicant will receive points for each of the three narrative responses. Each narrative response will receive a score appropriate for demonstrated clarity, understanding of the question's subject matter, and depth of procedural insight. The following criteria will determine point distribution.

Point Value	Explanation
0-10	Limited narrative development. The narrative demonstrates a limited understanding of the question's content, a lack of clarity, and/or an insufficient development of procedural insight.
11-20	Moderate narrative development. The narrative demonstrates a general appreciation of the question's content and clarity without providing detailed information and/or adequate overall development of procedural insight.
21-30	Exemplary narrative development. The narrative demonstrates an in-depth understanding of the question's content and clarity, provides detailed information, and/or provides specific, thorough development of procedural insight.



## North Dakota Department of Public Instruction

### APPLICATION FOR SELECTION OF REVIEW COMMITTEE MEMBERS

#### State Content Standards In Computer Science and Cybersecurity

#### Application Form

**Instructions for completing the Application Form:** The Application Form must be completed in its entirety. Additional pages or materials other than those requested will not be accepted.

**I. BACKGROUND INFORMATION – Complete all information in its entirety.**

Name of Applicant: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

**II. STAKEHOLDER INFORMATION**

A. Identify the stakeholder group you are applying to represent (select one):

Business, Industry, and Labor

Community Leader

General Public

B. Describe your role within the stakeholder group represented above.

**III. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING QUESTIONS.**

A. What role should state content standards serve in setting academic expectations and guiding local curriculum development and implementation?

B. Describe the role(s) you have had in committee-based strategic planning. What strategies did you use when encountering team members with differing approaches and/or conflicting interests?

C. How do you view your role as a member of the Review Committee, and how does your involvement affect the future of education in North Dakota?

A large, empty rectangular box with a thin black border, intended for the respondent to write their answer to the question above. The box is currently blank.