ALABAMA A & M UNIVERSITY
TITLE III STRENGTHENING GRANTS PROGRAM

TITLE III STAFF

DR. ANDREA CUNNINGHAM, *DIRECTOR*

MR. OMAR MURRAINE, *BUDGET ANALYST*

MR. TORIN MALONE, *GRANTS SPECIALIST*

MRS. URSULA BROOKS, *TECHNICAL ASSISTANT*

TECHNICAL ASSISTANCE WORKSHOP
JULY 16, 2019

TITLE III ACTIVITIES

HBCU	HBGI	SAFRA
1. Optimizing Technology Services (OITS) to Improve Student Success	1. Strengthening Information Technology/Distance Learning Support	1. Establishing the Center for Excellence in Teaching & Learning (CETL)
	2. Strengthening Optics and Material Science Graduate Program	
	3. Strengthening Food Science Graduate Program	
2. Enhancing Student Success and Engagement	4. Strengthening Bio-Environmental Science Graduate Programs	
	5. Strengthening Contributions from Corporate, Governmental and Philanthropic Entities	
	6. Strengthening Computer Science Graduate Program	2. Improving Retention through Enhanced Service
3. Revitalization of Facilities Physical Infrastructure	7. Strengthening Fiscal Stability & Administrative Management	
	8. Strengthening STEM Graduate Studies	
	9. Strengthening Teacher Education Graduate Studies	
	10. Strengthening Physical Facilities	

TITLE III NATIONAL CONFERENCE

National Association of HBCU
Title III Administrators, Inc

UPDATES AND OVERVIEW

- STATUS OF GRANTS
  - HBCU > 2017-2022
  - HBGI > 2014-2019 (2019-2024)
  - SAFRA > 2015-2020

COMPREHENSIVE DEVELOPMENT PLAN (CDP)

DEFINITION

PREPARATION

COMPONENTS

Title III Program Administration responsibilities

and your input

WHAT IS A CDP AND WHAT MUST IT CONTAIN?

A CDP MUST DESCRIBE AN INSTITUTION'S STRATEGY FOR ACHIEVING *GROWTH AND SELF-SUFFICIENCY* BY STRENGTHENING ITS:

1. FINANCIAL MANAGEMENT;

2. ACADEMIC PROGRAMS

TITLE III GRANT PROGRAM PURPOSE, GOAL, AND AUTHORIZATION

- The primary purpose of the grant funds should be clearly outlined in your CDP and focus on the category guidance of what congress has identified as use of the grant's financial assistance which is to establish or strengthen the HBCU.

- The categories are to enhance the HBCU institutions and facilitate a decrease in reliance on government financial support and to encourage reliance on endowments and private sources (20 USC §1060(4).

CDP ADDRESSES HOW THE INSTITUTION WILL CREATE EFFORTS TO ADDRESS CHALLENGES

The CDP:

- Designs specific strategies

- Describes how it will implement one or more activities

- Proposes activities that are not necessarily related to each other

- Specifies each activity's expected outputs and outcomes

ELEMENTS FOR PREPARING CDP

1. **Introduction**

2. **Mission and Vision Statements**

3. **Overview of the Institution**

4. **The Challenges & Opportunities**

5. **Long Range Plan**

6. **Strategic Goals**

7. **Institutional Priorities**

8. **Evaluation Plan**

9. **Institutionalization Plan**

10. **Conclusion**

GETTING THE BEST RESULTS

PROVIDE EXPECTED RESULTS FOR EACH ACTIVITY

Your results must generate and integrate with your expected outcomes.

1. **WHAT WILL CHANGE IF THE PROJECT IS IMPLEMENTED?**

2. **CAN YOU MEASURE THIS CHANGE?**

3. **WILL YOU SEE RESULTS FOR PROPOSED ACTIVITIES WITHIN FIVE YEARS?**

SUSTAINABILITY PLAN

*NEW THIS FALL – The Office of Title III will require each activity to provide a "SUSTAINABILITY PLAN"

Provide a plan of action that if Title III funds become unavailable or are reduced that will help the unit/program/department be able to carryout its mission

PHASE II REPORT

1. **FOCUS AREA:** *ACADEMIC QUALITY, STUDENT SERVICES & OUTCOMES, FISCAL STABILITY, AND INSTITUTIONAL MANAGEMENT*

2. **LEGISLATIVE ALLOWABLE ACTIVITIES (LAA) CATEGORY**

3. **PURPOSE OF ACTIVITY**

4. **LINK TO UNIVERSITY'S STRATEGIC PRIORITIES**

5. **SUMMARY OF OVERALL GOALS**

6. **ACTIVITY OBJECTIVES & PERFORMANCE INDICATORS**

7. **IMPLEMENTATION STRATEGY**

8. **ACTIVITY BUDGET SUMMARY**

9. **ACTIVITY BUDGET NARRATIVE**

Measurable Objectives

Which example is a measurable objective?

A. By September 30, 2019 there will be a 50% increase of online courses added to the academic curriculum. Currently, there are 20 online courses that will be increased to 30.

B. Our unit will improve the professional development of faculty.

Measurable Objectives

Measurable Objectives

What is a measurable objective?

A measurable objective is the quantitative means used by the Department of Education to determine if substantial progress is being made in a grant award

What makes an objective measurable?

Measurable objectives answer the following questions:

Who?
Who is involved in the objective being proposed?

What?
What is the outcome expected?

When?
When will this be accomplished?

How?
How will progress be measured?

Proficiency?
What is the criteria for success?

MEASURABLE OBJECTIVES – AN APR REQUIREMENT

THE ANNUAL PERFORMANCE REPORT (APR) REQUIRES
MEASURABLE OBJECTIVES :

- THE TITLE III EXPECTED OUTCOMES REQUIRES THAT EACH INSTITUTION *ESTABLISH BASELINE DATA, AND TRACK (MONITOR) PROGRESS*.

- THE APR ALSO ESTABLISHES A TIMELINE FOR DETERMINING OUTCOMES (EACH BUDGET PERIOD)

WHAT ARE THE ELEMENTS OF A MEASUREABLE OBJECTIVE(S)?

- *TO PROVIDE*, *TO ESTABLISH*, *TO CREATE* ARE WORDS WHICH RELATE TO METHODS

- *TO INCREASE*, *TO DECREASE*, *TO EXPAND*, *TO REDUCE*, *TO STRENGTHEN* ARE WORDS USED WHEN TALKING ABOUT MEASURABLE OBJECTIVES.

- OBJECTIVES THAT ARE MEASURABLE BECOME THE CRITERIA BY WHICH YOU JUDGE THE EFFECTIVENESS (EVALUATION) OF YOUR TITLE III PROJECT

WHAT ARE THE ELEMENTS OF A MEASUREABLE OBJECTIVE(S)?

ATTRIBUTES OF S.M.A.R.T. OBJECTIVES

1. **SPECIFIC:** IDENTIFIES THE "WHO", "WHAT", AND "WHERE".

2. **MEASURABLE:** FOCUSES ON "HOW MUCH" CHANGE IS EXPECTED.

3. **ACHIEVABLE:** REALISTIC GIVEN PROGRAM RESOURCES AND PLANNED IMPLEMENTATION.

4. **RELEVANT:** RELATES DIRECTLY TO UNIVERSITY STRATEGIC PLAN.

5. **TIME-ORIENTED:** FOCUSES ON "WHEN" THE OBJECTIVE WILL BE ACHIEVED.

WHAT ARE THE ELEMENTS OF A MEASUREABLE OBJECTIVE(S)?

WHEN WRITING OBJECTIVES YOU MUST ALSO CONSIDER:

- DOES THE OBJECTIVE(S) RELATE TO NEED ASSESSMENT FINDINGS (TIE BACK TO A STRATEGIC PRIORITY)?

- CAN THE OBJECTIVES REALLY BE MEASURED?

- IS THE CAPACITY TO PERFORM THE MEASUREMENT IN PLACE?

- HAS AN INSTRUMENT OR DATA SOURCE BEEN IDENTIFIED TO VALIDATE OUTCOMES?

4 FOCUS AREAS OF GRANT

The Department of Education wants to get a sense of what types of activities Title III funding is helping to support at AAMU. The Department of Education wants to know how your program activities are helping to address challenges and goals of the institution, and how your activities are improving:

1. Academic Quality,
2. Student Services and Outcomes,
3. Institutional Management, and
4. Fiscal Stability.

4 FOCUS AREAS OF GRANT

ACADEMIC QUALITY

- IMPROVEMENT OF BASIC SKILLS COURSES
- FACULTY DEVELOPMENT
- CURRICULUM DEVELOPMENT

STUDENT SERVICES AND OUTCOMES

- COUNSELING (CAREER, PEER, PERSONAL)
- TUTORING/MENTORING
- ESTABLISHING LEARNING COMMUNITIES
- IMPROVEMENT OF STUDENT FACILITIES
- FINANCIAL LITERACY/PARENTS
- IMPROVING STUDENT RETENTION AND GRADUATION RATES
- INCREASING ACADEMIC ACHIEVEMENT

FISCAL STABILITY

- ESTABLISHING A DEVELOPMENT OFFICE
- ENHANCING FINANCIAL MANAGEMENT
- ESTABLISHING OR INCREASING AN ENDOWMENT

INSTITUTIONAL MANAGEMENT

- CREATING AND MAINTAINING MANAGEMENT INFORMATION SYSTEMS
- TRAINING AND DEVELOPING PROFESSIONAL STAFF
- CONSTRUCTION AND RENOVATION
- IMPROVING THE INFRASTRUCTURE

LEGISLATIVELY ALLOWABLE ACTIVITIES - LAAs

What is a Legislatively Allowable Activity (LAA)?
The legislatively allowable activities for Title III Part B programs are listed in the Section 323 of the Higher Education Opportunity Act (HEOA) as amended, as well as OMB Circular A-21 and the 34 Code of Federal Regulations (CFR) Section 608.10.

The categories upon which funds can be spent based on the Federal legislation.

LEGISLATIVELY ALLOWABLE ACTIVITIES

-SEE HANDOUT-

ALABAMA A&M UNIVERSITY – TITLE III PROGRAMS

| Focus Area & Grant	Legislative Allowable Activities Category [Note: All listed activities are directly from legislation.]
Academic Quality HBCU, SAFRA, HBGI	Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
Academic Quality / Institutional Management HBCU, SAFRA, HBGI	Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services.
Academic Quality HBCU	Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
Academic Quality HBCU, SAFRA	Academic instruction in disciplines in which Black Americans are underrepresented.
Academic Quality HBCU, SAFRA, HBGI	Purchase of library books, periodicals, and other educational materials, including telecommunications program material.
Student Services HBCU, HBGI	Tutoring, counseling, and student service programs designed to improve academic success.
Institutional Management HBCU, HBGI	Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
Institutional Management HBCU	Joint use of facilities, such as laboratories and libraries.
Fiscal Stability HBCU, HBGI	Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
Student Services HBGI	Scholarships, fellowships and other financial assistance for needy graduate and professional students to permit the enrollment of the students in and completion of the doctoral degree in the physical or natural sciences, engineering, mathematics, or other scientific disciplines in which African Americans are underrepresented.
Academic Quality HBCU, SAFRA	Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.
Institutional Management HBCU	Establishing community outreach programs which will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education.
Fiscal Stability HBCU, HBGI	Establishing or improving an endowment fund.
Institutional Management HBCU, HBGI	Acquisition of real property in connection with the construction, renovation, or addition to or improvement of campus facilities.
Student Services HBCU, HBGI	Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under subchapter IV of this chapter and part C of subchapter I of chapter 34 of title 42.
All Focus Areas HBCU, HBGI	Services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose.
Academic Quality SAFRA	Other activities, consistent with the institution's comprehensive plan and designed to increase the institution's capacity to prepare students for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering, language instruction in the less-commonly taught languages or international affairs, or nursing or allied health professions.
All Focus Areas HBCU, HBGI	OTHER ACTIVITIES--PLEASE DESCRIBE IN SIMILAR DETAIL

BUDGET ANALYSIS/ASSESSMENT

- Grant Spending Overview for HBCU, HBGI, and SAFRA

- Budget Spending Recommendations
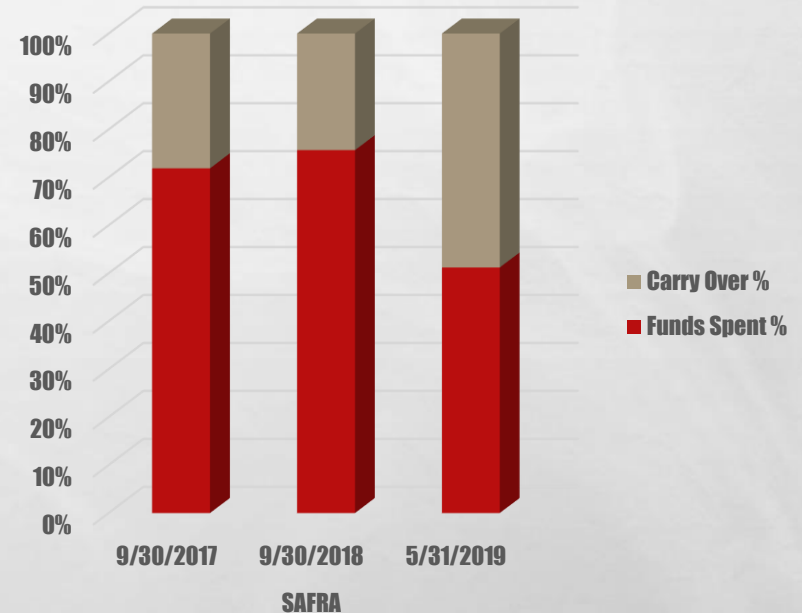
- Inventory

BUDGET ANALYSIS/ASSESSMENT HBCU

	Funds Spent %	Carry Over %
HBCU		
9/30/2017	95%	5%
9/30/2018	95%	5%
5/31/2019	42%	58%
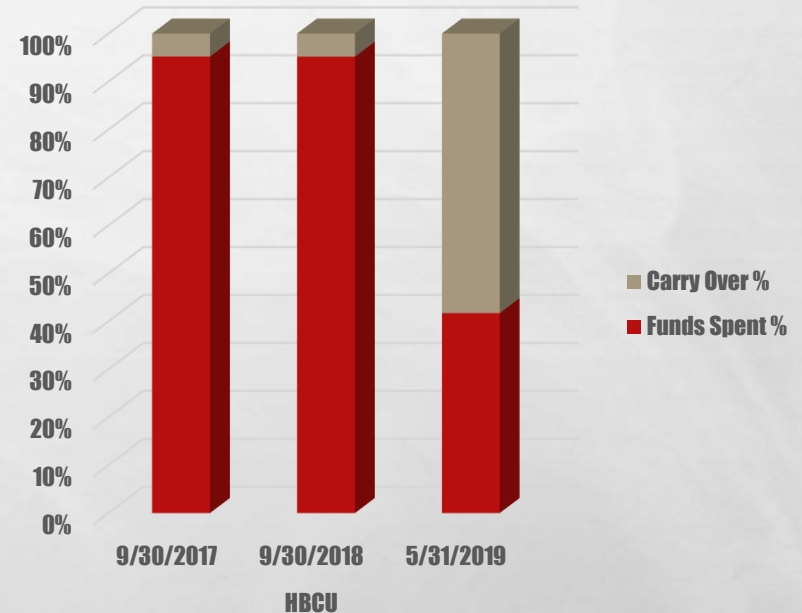
BUDGET ANALYSIS/ASSESSMENT SAFRA

	Funds Spent %	Carry Over %
SAFRA		
9/30/2017	72%	28%
9/30/2018	76%	24%
5/31/2019	51%	49%

BUDGET ANALYSIS/ASSESSMENT HBGI

	Funds Spent %	Carry Over %
HBGI		
9/30/2017	80%	20%
9/30/2018	96%	4%
5/31/2019	59%	41%
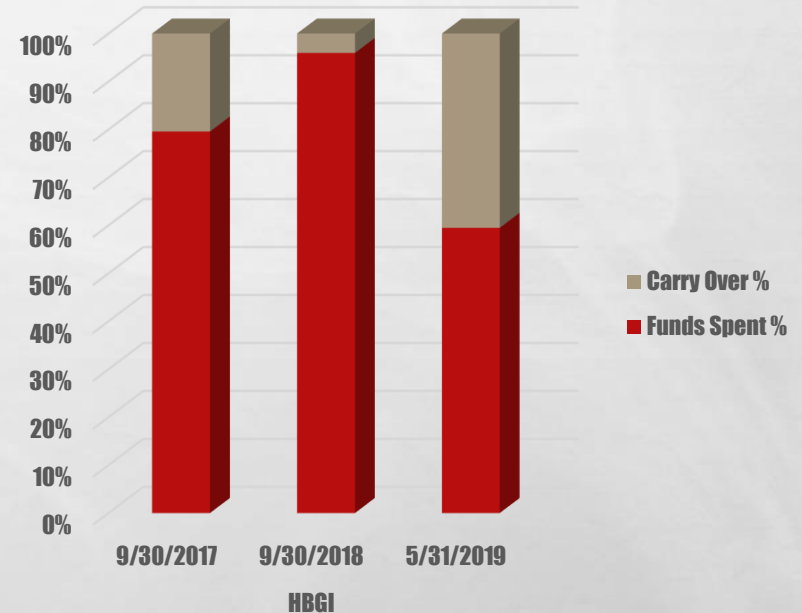
BUDGET ANALYSIS/ASSESSMENT
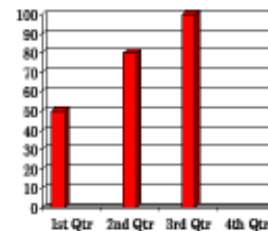
Spending Recommendations

May 1 Deadline

By end of budget period's:

1st Quarter: Around 50% Spent (12/31/19)

2nd Quarter: Around 80% Spent (3/31/20)

3rd Quarter: Nearing 100% Spent (6/1/20)

INVENTORY

- **Please Remember to update inventory list regularly and send updates to Title III.**

- **Notify Title III when equipment, supplies, or personnel change locations.**

- **Title III is currently conducting our Inventory Audit during the month of July 2019. If you have not set up your inventory meeting please see me.**

- **If you have Title III Supplies & Equipment not being used, please follow AAMU policy to either dispose of the items or make Title III aware so we can try to repurpose the items.**

HOUSEKEEPING NOTES

From the Office of Title III:

- **Policy and Procedures**

- **Important Dates**
  - **Phase II Reports to Office of Title III – July 25**
  - **Phase II Submission to the Department of Ed – August 2019**
  - **Award notifications – September 2019**
  - **End Year Reports – October 7**
  - **Annual Performance Reports – Nov./Dec.**

"HOW WE DOIN'?"

Please take this time to complete and submit the brief survey

"Q? AND A!"

Question & Answer Opportunity

HBGI PROGRAM ACTIVITIES UPDATE

HBGI

1. Strengthening Information Technology/Distance Learning Support
2. Strengthening Optics and Material Science Graduate Program
3. Strengthening Food Science Graduate Program
4. Strengthening Bio-Environmental Science Graduate Programs
5. Strengthening Contributions from Corporate, Governmental and Philanthropic Entities
6. Strengthening Computer Science Graduate Program
7. Strengthening Fiscal Stability & Administrative Management
8. Strengthening STEM Graduate Studies
9. Strengthening Teacher Education Graduate Studies
10. Strengthening Physical Facilities

Note: HBGI Activities 2 & 6 will merge with STEM Program Activity # 8 for new 5-year grant cycle (Beginning October 2019)

PHASE II REPORT – WORK SESSION

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