

TITLE III ACTIVITY DIRECTORS MEETING

COLLABORATING FOR EFFECTIVE & EFFICIENT
GRANT MANAGEMENT ADMINISTRATION

OCTOBER 17, 2025

Communication is Key



PERSONNEL EXPECTATIONS



NEW HIRES, RESIGNATIONS, AND GRADUATE ASSISTANTS

Managing New Hires and Resignations

Directors must promptly notify the Office of Title III about new hires and resignations with accurate start and end dates.

Graduate Assistant Enrollment Requirements

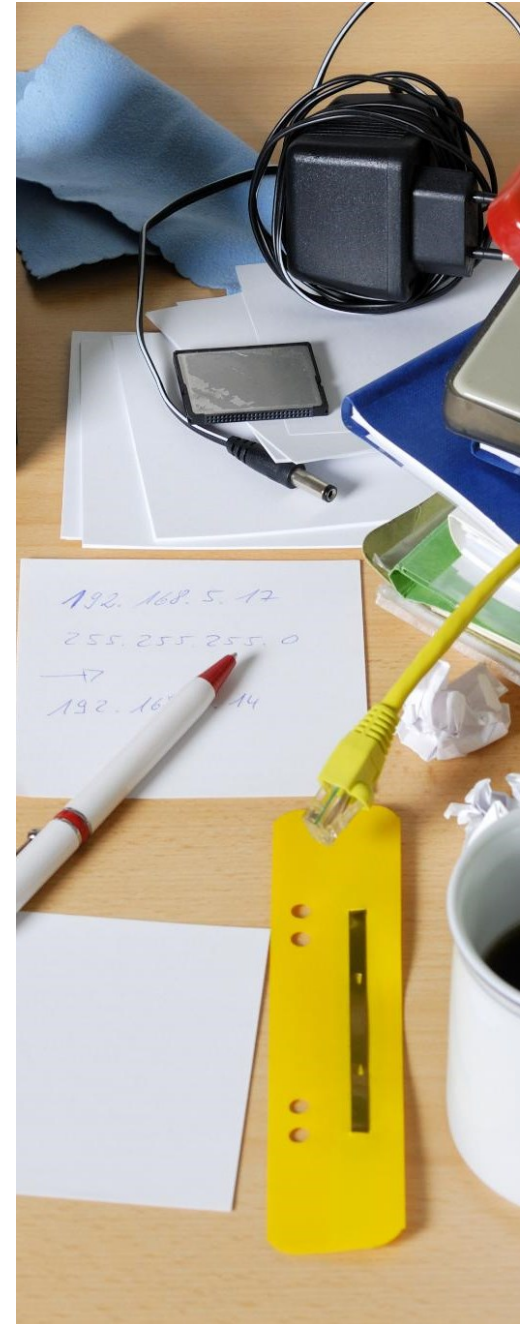
Graduate Assistants and Research Assistants must be enrolled in the required credit hours each semester to maintain eligibility.

Documentation and Agreements

GAs and GRAs must submit course schedules and complete the Graduate Assistant Agreement Form outlining their roles and responsibilities as it relates to the Grant objectives.

Compliance and Program Integrity

Timely communication and proper documentation ensure compliance with institutional and federal guidelines.



ELIGIBILITY FOR FEDERALLY FUNDED SUPPORT



Definition of Qualified Alien

Qualified aliens include lawful permanent residents, refugees, asylees, and certain humanitarian immigrants with indefinite residency status.

Ineligible Visa Categories

International students on F-1 or J-1 visas, including those on OPT, are not considered qualified aliens and are ineligible for Title III support.

Verification Procedures

Verification of qualified alien status is done through documents like U.S. Passport, Certificate of Naturalization, DHS SAVE system, or REAL ID license.

Federal Registry Categories

The federal registry categorizes qualified aliens into eight groups including asylum granted, refugees admitted, and Compact of Free Association residents. ([*see Title III Procedures and Guidelines Handbook – page 19*](#)).

COMPLIANCE AND REPORTING



COMPLIANCE REPORTING GUIDELINES

Time and Effort Reporting

Accurate Time and Effort reports document personnel time allocation to program activities, ensuring alignment with funded objectives.

Mid-Year and End-Year Reports

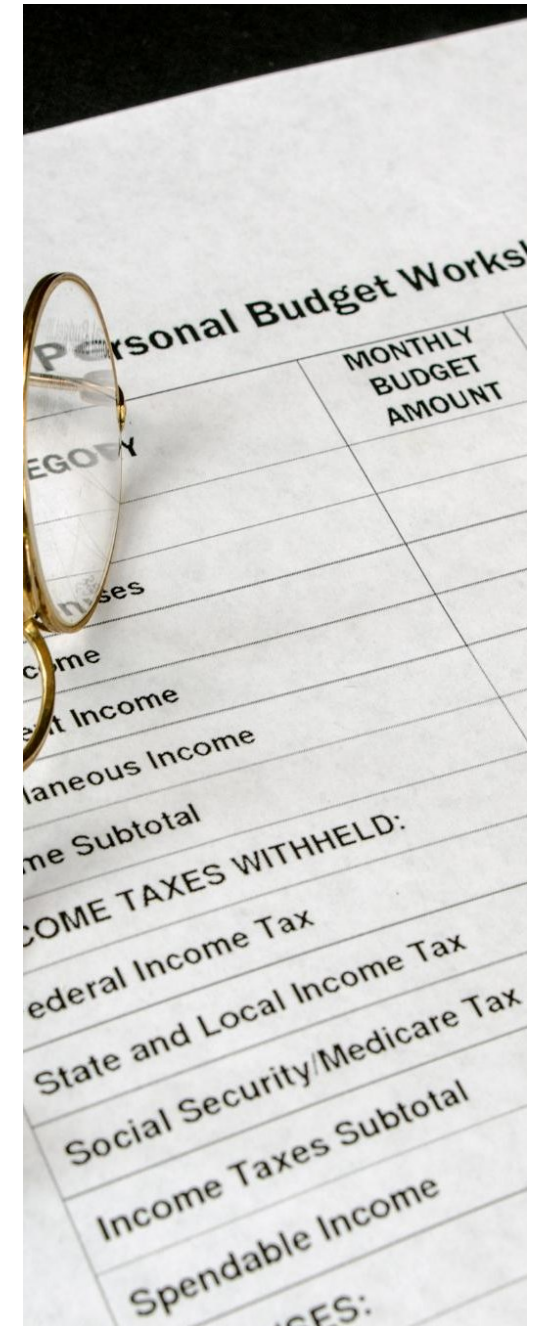
Mid-year reports monitor spending and milestones, while end-year reports also include and evaluate achievements and program impact.

Budget Management Principles

Budgets must follow regulations ensuring expenditures are allowable, allocable, reasonable, and consistent with program goals.

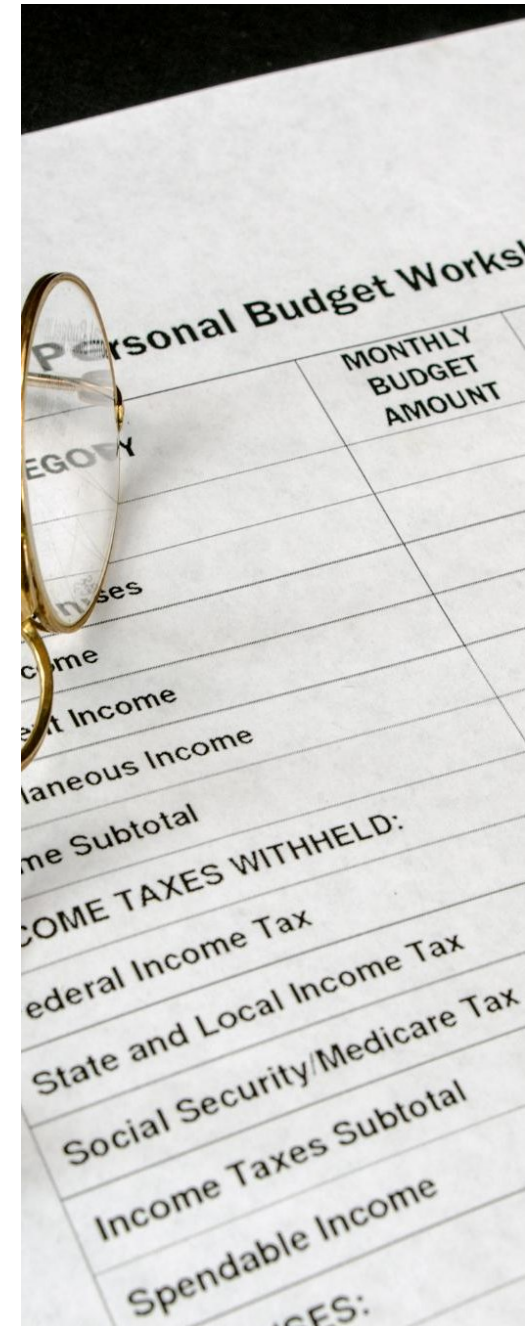
Fiscal Responsibility and Compliance

Adhering to guidelines maintains program credibility, sustainability, and maximizes resource use for better outcomes.



BUDGETARY COMPLIANCE – EFFICIENT & EFFECTIVE USE OF FUNDS

1. **Allowable** – *permitted* by Dept. Ed, LAAs
2. **Allocable** – permissible by virtue of **direct correlation** to project objectives
3. **Reasonable** – make it make sense/cents (*reasonably priced and necessary; even an auditor or caveman would understand*)
4. **Consistent** – *uniformly allocated* and comparable *to purpose-oriented objectives*



SUMMATIVE EVALUATIONS AND ACKNOWLEDGEMENTS

Purpose of Summative Evaluations

Summative evaluations assess the overall effectiveness and impact of program activities for informed planning and accountability.

Recognition and Awards

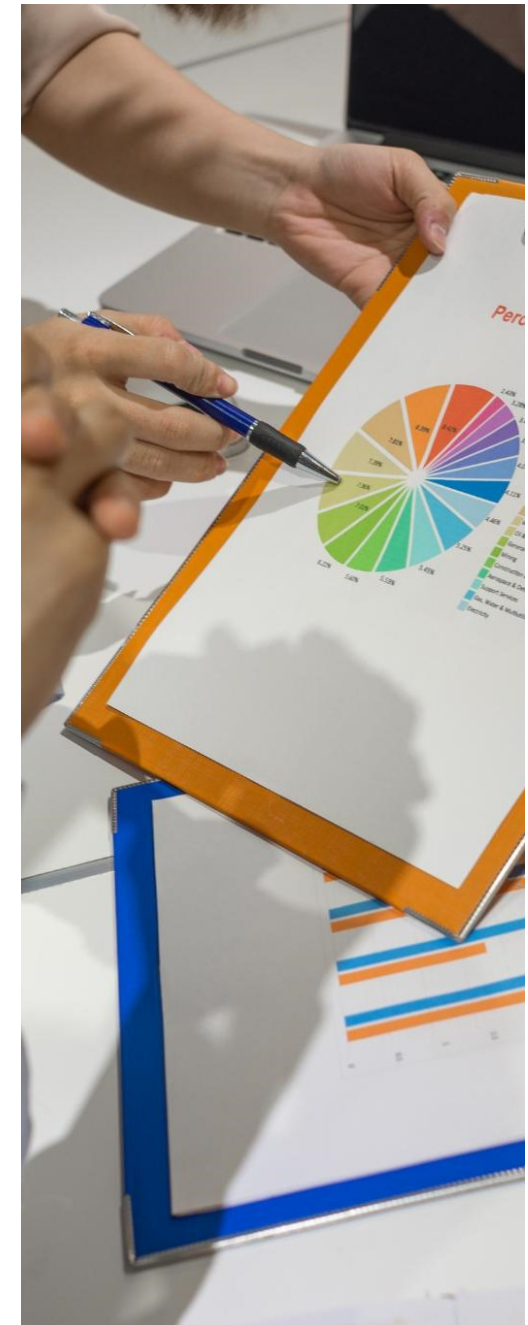
Acknowledgements highlight outstanding contributions to motivate staff and celebrate program successes.

Continuous Improvement

Evaluations and recognitions foster a culture of continuous improvement and enhance program design.

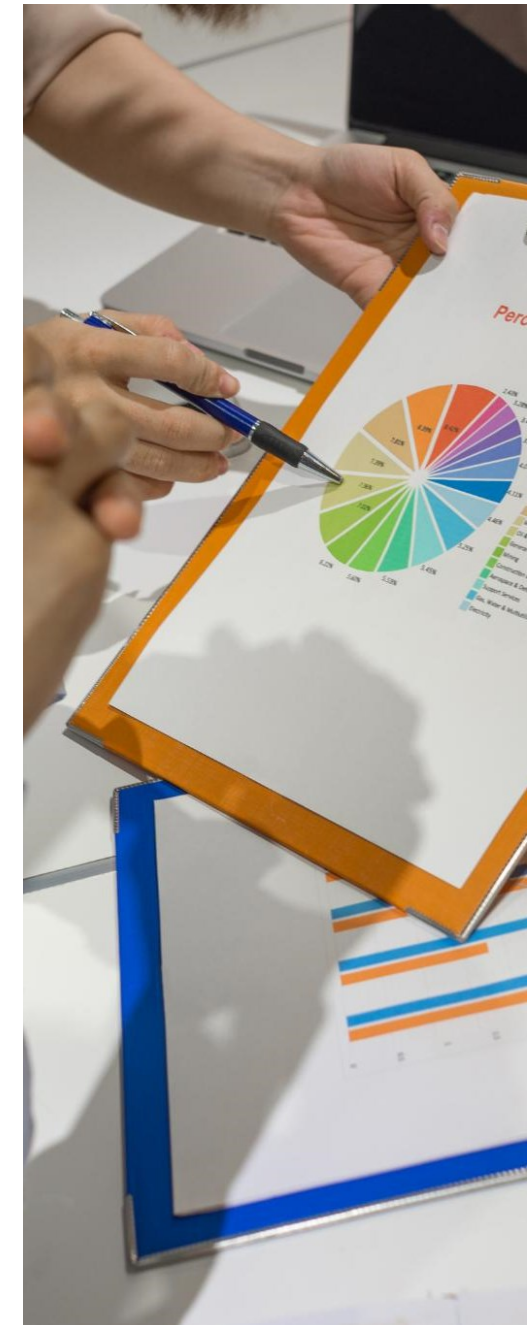
Strategic Development Impact

Effective evaluations contribute to strategic development, ensuring programs meet goals and benefit the institution's strategic goals.



SUMMATIVE EVALUATIONS AND ACKNOWLEDGEMENTS (FOR FY23-24)

HBGI Grant – Program Activities {2019-2024}		Activity Director	Overall Rating
Program Administration		<i>Dr. Torin Malone</i>	5.0
1.	Strengthening Information Technology/Distance Learning Support	<i>Dr. Kylie Nash</i>	5.0
2.	Strengthening Food Science Graduate Program	<i>Dr. Martha Verghese</i>	5.0
3.	Strengthening Bio-Environmental Science Graduate Programs	<i>Dr. Wubishet Tadesse</i>	3.5
4.	Strengthening Contributions from Corporate, Governmental and Philanthropic Entities	<i>Mr. Jamal Ali</i>	3.7
5.	Strengthening Fiscal Stability & Administrative Management	<i>Mr. Carlton Spellman</i>	3.3
6.	Strengthening STEM Graduate Studies	<i>Dr. Zhengtao Deng</i>	5.0
7.	Strengthening Teacher Education Graduate Studies	<i>Dr. Samantha Strachan</i>	4.75
8.	Graduate Student Writing Lab and Fellowship Program	<i>Dr. Tau Kadhi</i>	5.0
9.	Strengthening Physical Facilities	<i>Mr. Brian Shipp</i>	4.0



SUMMATIVE EVALUATIONS AND ACKNOWLEDGEMENTS (FOR FY23-24)

HBCU-F Grant – Program Activities {2020-2025}

Activity Director

Overall Rating

Program Administration

Dr. Torin Malone

5.0

1. Strengthening STEM Facilities

Mr. Brian Shipp

4.0

2. Enhancing the Freshman/Sophomore Year Experience for STEM

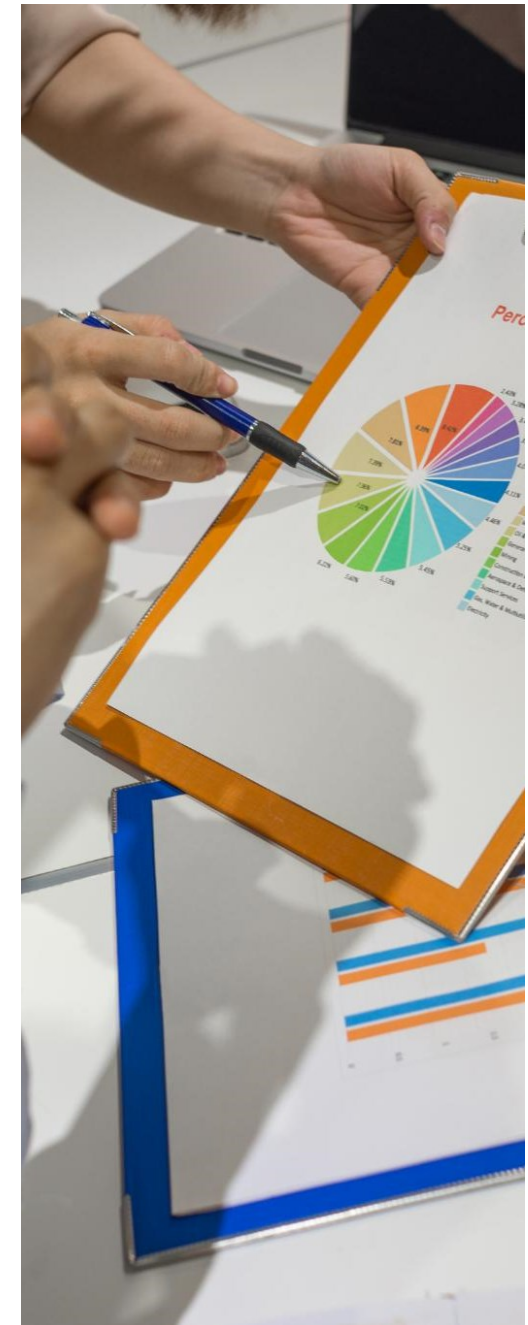
Dr. Tyeshea Farmer

4.4

3. Expanding eLearning in STEM

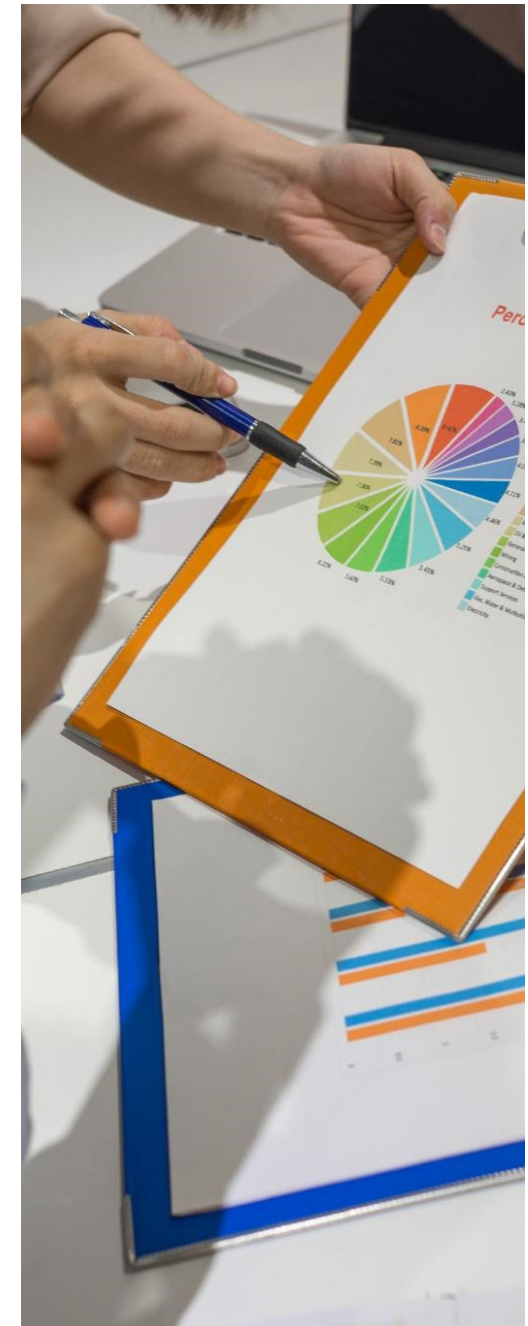
Dr. Rhonda Moore-Jackson

5.0



SUMMATIVE EVALUATIONS AND ACKNOWLEDGEMENTS (FOR FY23-24)

HBCU Part B Grant – Program Activities	{2022-2027}	Activity Director	Overall Rating
Program Administration		Dr. Torin Malone	5.0
1. Optimizing Technology Services (OITS) to Improve Student Success		Dr. Kylie Nash	4.0
2. Enhancing Student Engagement, Retention, and Persistence		Mr. Aaron Dixon	4.4
3. Revitalization of Facilities Physical Infrastructure		Mr. Brian Shipp	4.0



DEPARTMENT OF EDUCATION UPDATE



IMPACT OF GOVERNMENT SHUTDOWN ON HBCUS

Funding Continuity Assurance

Federal student aid and key programs like Title III and TRIO remain funded despite the government shutdown.

Delays in Government Agreements

Shutdown may delay cooperative agreements with federal agencies, affecting ongoing institutional collaborations.

Limited Federal Support Availability

Non-essential federal personnel may be unavailable, hindering project support and communication during shutdown.

Need for Proactive Planning

Directors are advised to stay vigilant, informed, and committed to ensure program progress amid challenges.



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