Fall 2013

Proposals for Instruction Projects

Application Packet

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I. Instruction Projects Introduction and Overview

Introduction
Mission College was awarded the AANAPISI Part A and F grants in September 2011 and September 2012, respectively. The goals of the grants are to implement a comprehensive set of best practice strategies to overcome the documented obstacles of Asian American Pacific Islander (AAPI) students. The programs work alongside the major units of the college including Student Support Services, Instruction, and Research to pilot programs, activities, curriculum, and other resources to promote student success. Each project is expected to support the grant objectives while also informing the higher education community about specific experiences of our AAPI student population.

Overview, Proposals for Instruction Projects
We are looking for Mission College faculty and staff interested in developing Instruction Projects that support any combination of the grant strategies as described in this section, focusing on the unique needs of our Asian American Pacific Islander (AAPI) student population. Projects to be funded will support AANAPISI's mission of improving the transition, progression, graduation, and transfer rates of AAPI students on campus. Projects can include curriculum development, pilot courses, laboratory equipment/computer software needs, and professional development opportunities.

All proposals are welcome. Special consideration will be made for curriculum development and professional development activities in Basic Skills and Science, Technology, Engineering, and Mathematics (STEM) Departments.

Project Timeframe
The implementation of the awarded projects will be completed during the 2013-2014 AANAPISI program year (October 1, 2013 to September 30, 2014).

- Curriculum developed must be approved by the Board and State in time to be offered in Fall, 2014.
- Non-curriculum proposals must be completed by September 30, 2014.

Project Report
Reports are an obligatory part of approved projects. **The AANAPISI Sr. Administrative Assistant will guide you with this activity.** Any data or learning outcomes from your projects will be included in the grants' APR (Annual Performance Report). 2013-2014 projects will contribute to year 4 of the Part A grant and year 3 of the Part F grant; the APR's are due to the U.S. Department of Education by **January 2014**.

Status Report Type	Description
In-Progress	These are mid-year reports for projects that are not yet complete or are part of a multi-year project. A status of activities and expenditures-to-date will be requested at a future determined date.
Completed Projects	This is a final (summative) report, detailing the activities, outputs, and measureable outcomes of the project. The report is expected within 30 day of the project end of September 30, 2014, whichever comes first.

AANAPISI Part A and F Grant Strategies and Measurable Outcomes
Any instructional proposals funded through this offer must support one or more of the Grant Strategies outlined below.

The mission of the AANAPISI programs is to improve the transition, progression, graduation, and transfer rates of Asian American and Pacific Islander students at Mission College.

Overview of AANAPISI Grant Strategies	
Part A	**Part F**
• To revise the credit ESL curriculum and to allow more advanced AAPI students to progress more rapidly through the course sequence into college programs. • To increase the numbers of AAPI students transitioning from the highest levels of ESL courses into college programs, and strengthen programs and services to support transitions. • To increase students reaching critical academic progress and momentum points, including those entering the college via the ESL program and at development levels in English and mathematics. • To work more closely to implement the K-16 Bridge program, with an emphasis on linkages to feeder high schools with the highest AAPI enrollments. • To develop stronger relationships with the Asian American and Pacific Islander community, including development of an active AAPI Community Advisory Committee.	• To strengthen capacity to disaggregate data for analysis, especially for subgroups of AAPI student populations, including closing critical gaps in connectivity of information systems. • To increase AAPI student transfers to four-year colleges and universities, especially in science, technology, engineering and math (STEM). • To increase the success and sequential continuation rates for all levels of mathematics. • To focus on improving success rates in a core of 21 non-math transfer courses which have been identified as high risk due to below average success rates. • To centralize and strengthen academic assistance and student support services for all students preparing to transfer in STEM field, including creation of a STEM Learning Center. • To implement a college-wide faculty development initiative for exploration of innovative methods to improve both faculty and student engagement in teaching and learning. • To assist faculty to integrate research-based best practices into courses, with an emphasis on high risk transfer courses. • To use the outcomes data and evaluation assessments from this AANAPISI project to inform planning, needed improvements and decision-making across the College.
Part A Measurable Outcomes	**Part F Measurable Outcomes**
• Increase in successful AAPI student transitions from ESL to College Programs; • Increased numbers and percentages of AAPI students reaching transfer directed and transfer prepared status; • Increased numbers of AAPI students earning Associate's degrees and transferring to four-year colleges and universities	• Increased success rates in targeted math courses; • Increased AAPI success rates in identified non-math high risk barrier courses; • Increased numbers of overall AAPI students transferring to four-year colleges/universities, especially in STEM majors; • Increased numbers of AAPI students earning Associate’s degrees

II. Fall 2013 Application Process, Timeline & Criteria

Application Process & Timeline

Curriculum Proposals OPEN TO ONLY MISSION COLLEGE FACULTY	Non-Curriculum Proposals OPEN TO MISSION COLLEGE FACULTY AND STAFF
1. Complete and submit the attached application by **Tuesday, September 3, 2013** to the AANAPISI Program Office, N1-201 in the Main Building. Electronic copies (PDF's) may be e-mailed to Christopher Bibat, Sr. Administrative Assistant, at christopher.bibat@wvm.edu. 2. Submitted proposals will undergo review by the AANAPISI Funding Committee (subcommittee of the AANAPISI Steering Committee) **the week of September 3, 2013**. 3. Award notifications will be sent out electronically by **Friday, September 6, 2013.** The committee will assume acceptance by the Project Awardee, unless the grant administrators are otherwise notified. 4. Project Awardee contact will receive budget information and instructions on **Monday, September 9, 2013.**	1. Complete and submit the attached application by **Friday, September 20, 2013** to the AANAPISI Program Office, N1-201 in the Main Building. Electronic copies (PDF's) may be e-mailed to Christopher Bibat, Sr. Administrative Assistant, at christopher.bibat@wvm.edu. 2. Submitted proposals will undergo review by the AANAPISI Funding Committee (subcommittee of the AANAPISI Steering Committee) **the week of September 23, 2013**. 3. Award notifications will be sent out electronically by **Friday, September 27, 2013.** The committee will assume acceptance by the Project Awardee, unless the grant administrators are otherwise notified. 4. Project Awardee contact will receive budget information and instructions on **Tuesday, October 1, 2013.** 5. Any RFP's that relate to professional development opportunities can be submitted at any time during the program year. Please read below for more information regarding the professional development application criteria.

AANAPISI Funding Committee
The AANAPISI Funding Committee is a subcommittee of the AANAPISI Steering Committee. They will determine the applicability of the project to grant strategies and dollar amount of the award. The subcommittee consists of the Educational Dean in your related discipline, Faculty-at-Large, and Director of Federal Student Services Grants. Final approvals are by the Director of Federal Student Services Grants and Vice Presidents of Student Services and Instruction.

Application Criteria:

1. The appropriateness of the project, pilot course, laboratory equipment needs, or professional development opportunity in relation to the approved AANAPISI Part A & F grant activities (refer to section I for more information).
2. Addresses Mission College's mission, institutional goals, college-wide priorities, student success act initiatives, and/or student learning outcomes.

3. If submitting a proposal to develop curriculum, department sign-off is required on the proposal to indicate departmental support of the proposed curriculum development.
4. If submitting a professional development proposal to attend conferences or trainings, proposal must be submitted no later than one month prior to the actual date of the conference and/or training to be considered. *PLEASE NOTE: Funding will not be considered for faculty who are just presenting at conferences. Best practices/information gathered at any conference or training funded by the AANAPISI programs must be used to help revise, improve or develop new curriculum designed to increase student success rates in your respective departments.*
5. Budget: Allowable expenditures based on federal grant regulations include instructor salaries, supplies, conference/training registration, conference/training travel costs (i.e. hotel, airfare, meals, etc.), laboratory equipment, and computer software (refer to section II for more information).

Federal Expenditure Guidelines:
Due to strict federal legislation and regulations that govern the administration of AANAPISI grants, federal funds cannot be used to underwrite costs of current college operations (supplant). Federal monies must be used to provide supplemental/additional activities to standard programs and services. For example, funds cannot be used to promote or market departmental program offerings. For more information, please contact the AANAPISI program office.

Examples of AANAPISI funding requests:

1. Develop supplemental instruction courses
2. Course Redesign or Learning Communities
3. Enhance a current course to include Asian, Asian American, and/or Pacific Islander subject matter
4. Implement culturally competent teaching or learning methods or activities in the classroom
5. Equipment for Engineering, Biology, Physics, Chemistry, or ESL labs
6. Computer software to enhance student learning
7. Conferences and trainings relevant to curriculum development and/or improvement to increase student success

AANAPISI
ASIAN AMERICAN NATIVE AMERICAN PACIFIC ISLANDER SERVING INSTITUTION
MISSION COLLEGE

AANAPISI Programs
(408) 855-5526
N1-201, Main Building

Website: http://www.missioncollege.edu/depts/aanapisi/
Email: mc.aanapisi@wvm.edu

Office Hours:
Monday and Tuesday, 8:00 am – 6:00 pm
Wednesday and Thursday, 8:00 am – 5:00 pm
Fridays, 8:00 am – 3:00 pm

AANAPISI PROJECT PROPOSAL FORM - CURRICULUM

Proposed Course Name		
Target Audience ***(transfer students, CTE, workforce development, etc.)***		**Proposed Number of Units**
Project Contact Name/Department	**Extension**	**Email Address**
Project Description - ***You may attach a separate, typed response. Please include the following items in your response: 1) how your request contributes to the mission, goals, or objectives of the AANAPISI grants; 2) describe how this curriculum will integrate with existing programs and offerings at Mission College.***		
Additional Resources required for the proposed curriculum ***(DO NOT list faculty or standard classroom space. Examples of additional resources include special lab equipment, computer software, etc.)***		
How does this fit within your Departmental and Program Review goals?		
I understand that my application will be reviewed by the AANAPISI Funding Committee with final approvals made by the grant administrators. Award notifications will be provided electronically by September 6, 2013.		

_____ _____
Signature, Requestor **Today's Date**

_____ _____
Signature, Department Chair **Today's Date**

AANAPISI PROJECT APPLICATION FORM – NON CURRICULUM

Project Name			
Project Type ***(project, course, lab equipment, professional development)***	**Target Audience and Recruitment Method** ***(students, faculty, staff)***		
Project Contact Name/Department	**Extension**	**Email Address**	
Length of Project ***(# of semester(s))***	**Start Term**		**End Term**
Project Description - ***You may attach a separate and typed response. Please include the following items in your response: 1) goals, objectives, and outcomes of the project; 2) how your request contributes to the mission, goals, or objectives of the AANAPISI grants.***			
Requested Budget ***(whole dollar amount)***	**Resources Requested** ***(Please describe how you anticipate to use the funds to implement your proposal; a separate sheet may be attached.)***		

I understand that my application will be reviewed by the AANAPISI Funding Committee with final approvals made by the grant administrators. Award notifications will be provided electronically by September 27, 2013.

_____ _____
Signature, Requestor **Today's Date**

_____ _____
Signature, Department Chair **Today's Date**

III. Committee Review and Final Approvals

AANAPISI Funding Committee

Review Committee for 2013-2014 Instructional Projects
AANAPISI RFP Application

We recommend that the following proposal is awarded funding through the AANAPISI 2013-14 Part A and F Grants. As a committee, we have determined that the project clearly responds to one or more of the grant strategies, addresses the needs of Asian American Pacific Islander (AAPI) students, and will have a degree of impact on student engagement and success: participation, retention, persistence, and transfer/graduation.

Project Name: _____ Assigned Project #: AAPI 13-14_____

Application Received: _____ Date Application Reviewed: _____

Award Date: _____ Authorized Amount: _____ Applicant Ranking:_____

Committee Rational for Project Recommendation:

Required Final Authorizations

_____ _____
Director, Federal Student Services Grants – AANAPISI **Date**

_____ _____
Vice President, Instruction **Date**

_____ _____
Vice President, Student Services **Date**

Below to be completed by AANAPISI Program:
Designated Account(s):

1. **120-258500-6400-_____-313 Account Name:_____ Amt:_____**
2. **120-258500-6400-_____-314 Account Name:_____ Amt:_____**
3. **120-258600-6400-_____-313 Account Name:_____ Amt:_____**
4. **120-258600-6400-_____-313 Account Name:_____ Amt:_____**

IV. Reporting & Spending Timelines

REPORTING TIMELINE	
September/October 2013	Mid-Year and Final Report templates sent electronically to Project awardees
Fall 2013/Spring 2014	Mid-Year Report for "In Progress" projects
September 30, 2014	Final Reports due to the AANAPISI Program. Submit to Christopher Bibat, Sr. Administrative Assistant, N1-201, Main Building
January 2014	AANAPISI Part A & F Annual Performance Reports (APR) due to the U.S. Department of Education

SPENDING TIMELINE FOR NON-CURRICULUM PROJECTS	
October 1, 2013	Budget information and instructions sent electronically to Project Awardees
December 31, 2013	First quarterly deadline to spend funds
March 31, 2014	Second and FINAL quarterly deadline to spend funds*

*****_Project awardees must spend their funds by March 31, 2014. Funds that are not spent by this deadline will be allocated towards other AANAPISI grant activities; this may result in the discontinuation of the awardee's project._

V. Committee Guidelines for Instruction Projects

1. The proposed project targets the educational needs of Asian American Pacific Islander (AAPI) students.

2. The proposed project contributes to one or more of the grant strategies and measurable outcomes.

3. The proposed project targets the development of course enrichment activities or course material resources that relate to Asian American Pacific Islander students and their experiences.

4. The proposed project increases professional development resources and/or the cultural competency growth of faculty and staff regarding Asian American Pacific Islander experiences, issues, or concerns.

5. The proposed project contributes to institutional research on our Asian American Pacific Islander students.