

# Fall 2013

# Proposals for Instruction Projects

**Application Packet** 

Fall 2013 Proposals for Instruction Projects
Asian American Native American Pacific Islander Serving Institution (AANAPISI) Programs

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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.

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#### **AANAPISI Part A and F Grant Strategies and Measurable Outcomes**

Any instructional proposals funded through this offer <u>must</u> 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		
<ul> <li>To revise the credit ESL curriculum and to allow more advanced AAPI students to progress more rapidly through the course sequence into college programs.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>To develop stronger relationships with the Asian American and Pacific Islander community, including development of an active AAPI Community Advisory Committee.</li> </ul>	<ul> <li>To strengthen capacity to disaggregate data for analysis, especially for subgroups of AAPI student populations, including closing critical gaps in connectivity of information systems.</li> <li>To increase AAPI student transfers to four-year colleges and universities, especially in science, technology, engineering and math (STEM).</li> <li>To increase the success and sequential continuation rates for all levels of mathematics.</li> <li>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.</li> <li>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.</li> <li>To implement a college-wide faculty development initiative for exploration of innovative methods to improve both faculty and student engagement in teaching and learning.</li> <li>To assist faculty to integrate research-based best practices into courses, with an emphasis on high risk transfer courses.</li> <li>To use the outcomes data and evaluation assessments from this AANAPISI project to inform planning, needed improvements and decision-making across the College.</li> </ul>		
Part A Measurable Outcomes	Part F Measurable Outcomes		
<ul> <li>Increase in successful AAPI student transitions from ESL to College Programs;</li> <li>Increased numbers and percentages of AAPI students reaching transfer directed and transfer prepared status;</li> <li>Increased numbers of AAPI students earning Associate's degrees and transferring to four-year colleges and universities</li> </ul>	<ul> <li>Increased success rates in targeted math courses;</li> <li>Increased AAPI success rates in identified non-math high risk barrier courses;</li> <li>Increased numbers of overall AAPI students transferring to four-year colleges/universities, especially in STEM majors;</li> <li>Increased numbers of AAPI students earning Associate's degrees</li> </ul>		

# II. Fall 2013 Application Process, Timeline & Criteria

#### **Application Process & Timeline**

Curriculum Proposals	Non-Curriculum Proposals		
OPEN TO ONLY MISSION COLLEGE FACULTY	OPEN TO MISSION COLLEGE FACULTY AND STAFF		
<ol> <li>Complete and submit the attached</li> </ol>	<ol> <li>Complete and submit the attached</li> </ol>		
application by Tuesday, September 3, 2013	application by Friday, September 20, 2013		
to the AANAPISI Program Office, N1-201 in	to the AANAPISI Program Office, N1-201 in		
the Main Building. Electronic copies (PDF's)	the Main Building. Electronic copies (PDF's)		
may be e-mailed to Christopher Bibat, Sr.	may be e-mailed to Christopher Bibat, Sr.		
Administrative Assistant,	Administrative Assistant,		
at <u>christopher.bibat@wvm.edu</u> .	at <u>christopher.bibat@wvm.edu</u> .		
2. Submitted proposals will undergo review	Submitted proposals will undergo review		
by the AANAPISI Funding Committee	by the AANAPISI Funding Committee		
(subcommittee of the AANAPISI Steering	(subcommittee of the AANAPISI Steering		
Committee) the week of September 3,	Committee) the week of September 23,		
2013.	2013.		
3. Award notifications will be sent out	3. Award notifications will be sent out		
electronically by Friday, September 6,	electronically by Friday, September 27,		
<b>2013.</b> The committee will assume	<b>2013.</b> The committee will assume		
acceptance by the Project Awardee, unless	acceptance by the Project Awardee, unless		
the grant administrators are otherwise	the grant administrators are otherwise		
notified.	notified.		
4. Project Awardee contact will receive	Project Awardee contact will receive		
budget information and instructions on	budget information and instructions on		
Monday, September 9, 2013.	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.

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- 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 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

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# **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			ddress	
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	

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# 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	nsion 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)		se the funds	se describe how to implement yo tached.)	
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		Tod	lay's Date	
Signature, Department Chair		Tod	lay's Date	

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# 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: D			ate Application Reviewed:		
Award Date:		Authorized Amount		Applicant Ranking:	
	Committee Rational for Project	Recommendation:			
	Re	equired Final Au	<u>thorizations</u>		
 Direct	or, Federal Student Services Gr	ants – AANAPISI	Date		
Vice P	resident, Instruction		Date		
Vice P	resident, Student Services		Date		
Below	to be completed by AANAPISI F	Program:			
_	nated Account(s):				
1.	120-258500-6400	313 Account Nar	ne:	Amt:	
	120-258500-6400				
	120-258600-6400			Amt:	
4.	120-258600-6400-	-313 Account Nar	ne:	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*	

<sup>\*</sup>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.

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# 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.