

ARIZONA WESTERN COLLEGE

TITLE V

OPERATING MANUAL



NORTHERN ARIZONA
UNIVERSITY
Yuma Campus

*PARTNERS ADVANCING COMPLETION THROUGH
TRANSFER OPPORTUNITIES*

TITLE V PATCO GRANT
U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

OCTOBER 2012

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INTRODUCTION

In October 2012, Arizona Western College and Northern Arizona University were awarded a five-year Title V Grant of approximately \$3.75 million from the U.S. Department of Education's Strengthening Institutions Program and the Higher Education Act. The focus of AWC's & NAU's Title V Grant is to support the development and piloting of the new, promising practices in advisement and academic support to include: (1) Success Centers; (2) faculty/staff training in proactive advising; (3) peer mentoring; (4) first year success course; (5) Supplemental Instruction; (6) web-accessible advising tools; and (7) student progress and graduation transfer outcomes.

PROGRAM DESCRIPTION AND PURPOSE

AWC'S & NAU'S Title V Grant comprised of three initiatives. Initiative One, increasing success through comprehensive support services grounded in AVID essentials shall include (1) developing a plan to implement AVID essential strategies; (2) Pilot AVID strategies with traditional first-time/full-time students and EDU cohort 1 students; and (3) Pilot AVID strategies with part-time and non-traditional students and veteran and military students. Initiative Two of the grant is to improve information and technology systems. This initiative shall include AWC's Datatel information migration to SQL externally hosted environment for improved access use of student information data. Initiative Three, Increasing success through improvement of facilities to house support services will include, renovating to create the (NAU-Y & AWC) Advising & Transfer Center. Renovate area to accommodate shared (NAU/AWC) Veteran/Military Support Center and equip with advising computer workstations.

The Title V Operating Manual is designed to assist AWC personnel in carrying out the objectives of the Title V grant and in monitoring the expenditures associated with approved budgets for the activities. The Manual is in place to ensure that:

- Resources are used in a manner consistent with AWC policies and procedures and with the U.S. Department of Education policies;
- Proper stewardship of funds such that all expenditures directly related to grant objectives and are allowable, allocable, and reasonable;
- Work is performed in compliance with grant application and objectives;
- Adequate records are maintained to demonstrate progress toward project goals;
- Compliance with all statutory and regulatory requirements is met; and
- Personnel are of a quality commensurate with their responsibilities.

Title V PACTO GRANT
Arizona Western College - #P031S120083
Partners Advancing Completion through Transfer Opportunities

This project is funded 100% by the United States Department of Education, Title V, Partners Advancing Completion through Transfer Opportunities: \$3.75 million over five years, October 2012 thru September 2017.

Arizona Western College Title V Mission Statement

The Arizona Western College Title V initiative is committed to creating the Partners Advancing Completion through Transfer Opportunities for students by 1) Implement AVID Postsecondary student success system inclusive of a first-year seminar, advising/transfer services, tutoring, peer mentoring, and senior year experience seminar; 2) Improve access to and efficient use of student information via integration of an external data managed services system; and 3) Develop an AWC Transfer Center, NAU-Y Advising/Transfer Center, and joint Veterans/Military Student Support Center.

DISTRIBUTION OF THE TITLE V POLICIES AND PROCEDURES MANUAL

Upon hire, the Title V Director will provide each professional or full-time employee funded by Arizona Western College's Title V grant a copy of Title V Operating Manual whereby each staff member will be instructed to familiarize themselves with the Manual and follow requirements.

The Title V Operating Manual will be posted on the AWC website under the Title V webpage. The Manual will also be available for interested members of the college community.

PROGRAM OBJECTIVES & ACTIVITY MATRIX

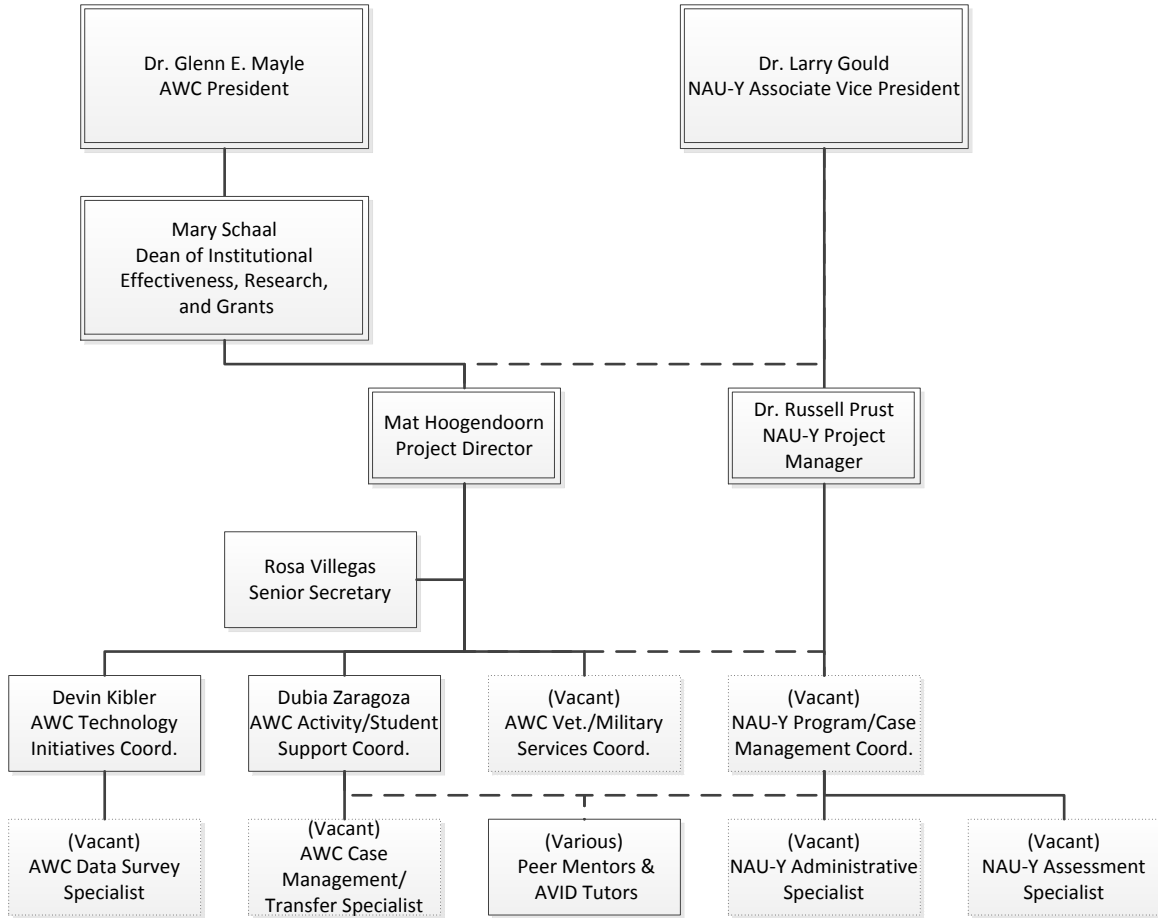
Arizona Western College Title V Grant Partners Advancing Completion Through Transfer Opportunities	
Activity Objectives	Performance Indicators
Year One (2012-2013)	
<p>1. By September 2013, 100% of design for comprehensive suite of AVID-based support services completed, approved by curriculum committees at partner institutions and ready for pilot testing.</p>	<p>1a. By March 2013, min. of 45 faculty/staff from AWC & NAU-Y demonstrate increase knowledge of AVID-based strategies following participation in professional development, as verified by pre-post tests.</p> <p>1b. By March 2013, design, format, content, and structure of first-year experiences 100% complete/approved by appropriate partner institutions academic/administrative units.</p> <p>1c. By May 2013, 100% of AVID-based Tutoring and Peer Mentoring systems designed, developed, ready for pilot testing.</p>
<p>2. By September 2013, 100% of new advising and transfer services/systems/ processes designed, developed, approved, and ready for pilot testing.</p>	<p>2a. By March 2013, 100% of NAU-Y Advising, Transfer and Academic Success Center renovations complete</p> <p>2b. By May 2013, 100% of AWC Transfer Center renovations complete.</p> <p>2c. By May 2013, NAU-Y Virtual advising system 100% complete.</p> <p>2d. By July 2013, Phase I of AWC Datatel information/data migration to SQL complete.</p>

Year Two (2013-2014)	
3. By September 2014, minimum of 75% of first-time/full-time AWC education program students (Cohort 1) participating in AVID pilot will complete first year studies with a minimum GPA of 2.0 and be retained to second academic program year.	3a. By November 2013, training for peer tutors and peer mentors to work with Education (Cohort 1) students will be 100% complete with participants exhibiting mastery of 90% of required competencies. 3b. By December 2013, minimum of 20 new first-time/full-time education students identified for participation in cohort 1 pilot. 3c. By May 2014, min. 85% of cohort1 students exhibit satisfaction with new services.
4. By September 2014, minimum of 85% of participating NAU-Y faculty and staff will demonstrate increased knowledge of effectiveness and use of new NWEA assessment instrument.	4a. By January 2014, 100% of NWEA diagnostic assessment developed and approved by academic/administrative units. 4b. By May 2015, minimum of 30 students administered NWEA diagnostic assessment.
5. By September 2014, Phase 1 of AWC/ NAU-Y shared Veteran/Military Support Center 100% complete.	5a. By February 2014, 100% of renovation design complete, approved by partner institutions, renovation initiated
Year Three (2014-2015)	
6. By September 2015, minimum of 75% of part-time and non-traditional students participating in AVID pilot will complete first year studies with a minimum GPA of 2.0 and be retained to second academic program year.	6a. By November 2014, training for peer tutors and peer mentors to work with targeted PT and non-traditional students will be 100% complete with participants exhibiting mastery of 90% of required competencies. 6b. By December 2014, minimum of 45 new part-time/non-traditional students identified for participation in pilot testing. 6c. By May 2015, min. 85% student participants exhibit satisfaction with new services.
7. By September 2015, AWC and NAU students participating in case management system and AVID supported strategies will persist in college and/or transfer from AWC to NAU at a rate at least 10 percentage points higher than non-participants.	7a. By December 2014, 100% of case mgt. design, format, and structure complete. 7b. By January 2015, 100% of AWC and NAU-Y faculty and staff participating in case mgt. system will have received training. 7c. By May 2015, min. 85% student participants exhibit satisfaction with case mgt. services.
8. By September 2015, minimum AEPA passage rates among NAU-Yuma Teacher Education program students will be at least 10 percentage points higher than 2010-2011 baseline of 65.5% (professional knowledge) and 57.7% (content area knowledge).	8a. By Dec. 2014, newly developed NWEA diagnostic assessment administered to a min. of 75% of NAU-Yuma education students. 8b. By Jan 2015, customized education plan will be developed for minimum of 75% NAU-Y education students based on NWEA results and in preparation for retake of AEPA.

Year Four (2015-2016)	
9. By September 2016, minimum of 75% of veteran/military students participating in AVID pilot will complete first year studies with minimum GPA of 2.0 and be retained to second program year.	9a. By December 2015, minimum of 20 new veteran/military students identified for participation in pilot. 9b. By May 2016, min. 85% student participant's exhibit satisfaction with new services.
10. By August 2016, min. 85% students receiving services via new Vet./Mil. Ctr exhibit satisfaction with new resources.	10a. By May 2016, Phase 2 of AWC/ NAU-Y shared Veteran/Military Support Center 100% complete.
11. By September 2016, AWC and NAU-Y education students participating in a field experience inclusive of an AVID teacher mentor will meet required proficiency levels in the AEPA assessment at a minimum of 85%.	11a. By September 2016, a minimum of 15 AWC and 25 NAU-Y education students will have participated in an AVID-based field experience.
Year Five (2016-2017)	
12. By September 2017, minimum of 75% of AWC education students (Cohort 2) and NAU-Y Psychology students participating in AVID pilot will complete first year studies with a minimum GPA of 2.0 and be retained to second academic program year.	12a. By Nov. 2016, training for peer tutors/peer mentors to work with target students will be 100% complete; participants exhibit mastery of 90% of required competencies. 12b. By Dec. 2016, min of 15 target students identified for participation in cohort pilot. 12c. By May 2017, min. 85% student participants exhibit satisfaction with new services.
13. By September 2017, as a result of combined project initiatives (AVID-based supports, improved advising and diagnostic assessment, and streamlined data via SQL integration,) fall to fall retention of AWC's first year students will increase by at least 8 percentage points over 2010-2011 baseline of 47%.	13a. By September 2017, the fall to fall retention rates of AWC's first Hispanic and low-income students will increase by at least 6 percentage points over 2010-2011 baseline of 52%.
14. By Sept. 2017, as a result of combined project initiatives, number of students successfully transferring from AWC to NAU-Y annually will increase by at least 75 over 2011 baseline of 353.	14a. By September 2017, the number of Hispanic and/or low-income AWC students transferring to NAU-Y annually will increase by at least 60 over Fall 2011 baseline of 265.
15. By September 2017, the fall to fall retention of NAU-Y students following transfer from AWC will increase by at least 8 percentage points over 2010-2011 baseline of 65.8%.	15a. By September 2017, a minimum of 300 incoming AWC transfer students will be retained to their second academic year at NAU-Y.

TITLE V ORGANIZATIONAL CHART

Arizona Western College Title V Organizational Chart



Job descriptions for each position funded by Title V may be found in this Manual (pp. 8-12), in the Title V Office, and in AWC President’s office.

DIRECTORY OF TITLE V PROJECT PERSONNEL

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Veteran Services Coordinator
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Title V Assessment Specialist
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ROLES AND RESPONSIBILITIES

ADMINISTRATIVE AUTHORITY AND RESPONSIBILITY

AWC President

Dr. Glenn Mayle, Arizona Western College President, has ultimate authority for the college operations in accordance with the policies of the Board of Trustees. Dr. Mayle is fully committed to the success of the project that will lead to increased student success and retention. Dr. Mayle had initiated efforts throughout the AWC community to bring various departments together in a collaborative effort to ensure all initiatives outlined in the grant project are accomplished.

Title V Personnel

Title V Director

The Project Director will be responsible for the success of AWC and NAU-Y project initiatives as well as serve as a liaison with federal authorities; supervising and evaluating Title V staff; ensuring project adheres strictly to federal, state, and local policies and regulations; and ensuring all expenditures are in line with federal guidelines and costs outlined in the budget. The Director must also ensure that all timelines are met, staff is making satisfactory progress toward achievement of goals and objectives, evaluation strategies are implemented, products and services are delivered, and strategic planning is conducted to ensure institutionalization of the project. The AWC Activity/Student Support Coordinator, Technology Initiatives Coordinator, Veteran/Military Services Coordinator, and NAU-Y Activity/Transition Coordinator will report to the NAU-Y Project Manager. Minimum qualifications for the Project Director are as follows:

Duties and Responsibilities:

- Communicate Title V objectives to all constituencies at partner institutions and maintain effective communication to assure project remains congruent with institutional goals.
- Work with Independent Evaluator to facilitate and execute comprehensive evaluation.
- Remain current on Title V and U.S. Dept. of Ed. policies and grant terms/conditions to assure program compliance.
- Oversee preparation/monitoring of project fiscal and technical reports for both partners and U.S. Dept of Ed.
- Authorize all Title V expenditures and maintain budget control and responsibility for appropriate fund utilization.
- Ensure all external contract arrangements are operating and executed according to schedule and policy.
- Work with AWC and NAU-Y staff to institutionalize new practices/improvements according to schedule.
- Hire/supervise/evaluate the project staff to ensure implementation of all aspects of the proposed project.

AWC Activity/Student Supports Coordinator

This position is responsible for day-to-day operation of project at AWC. This position is also responsible for the successful achievement of Initiative 1 and Initiative 3. Reporting to the Project Director, this position will serve as the direct supervisor all AWC Title V Coop project staff (except Data Survey Specialist).

Duties and Responsibilities:

- Responsible for development of comprehensive support services grounded in AVID essentials that increase learning, persistence, completion and success.
- Coordination with NAU-Y to ensure seamless project supports and systematic change.
- Ensure the successful development of AVID-based initiatives targeted at three distinct focus areas: students, faculty and campus culture.
- Oversee renovation of AWC Transfer Center
- Responsible for new system pilot testing, evaluation and implementation.
- Supervision and management of AWC project personnel on a day-to-day basis.
- Arranging and overseeing faculty development initiatives.
- Providing leadership in achieving AVID Essentials.
- Ensuring integration of AVID skills into tutor training as well as ensuring tutors are trained and skilled in serving at-risk students.
- Serve as AVID Liaison, coordinate AVID site visits, and convene AVID Site Team required as part of the AVID model.

NAU-Y Activity/Transition Coordinator

The Activity/Transition Coordinator is responsible for day-to-day supervision of NAU-Y project staff. In addition, in cooperation with the AWC Activity Coordinator (above), this position will be responsible for the successful achievement of Initiative 1 and Initiative 3 at NAU-Y. This position is targeted to be institutionalized post grant to continue coordination of articulation, academic advising, and transition services.

Duties and Responsibilities:

- Responsible for development of comprehensive support services grounded in AVID essentials that increase learning, persistence, completion and success.
- Coordination with AWC to ensure seamless project supports and systematic change.
- Ensure the successful development of AVID based initiatives based on three distinct focus areas: students, faculty and campus culture. Serve on the AVID Site Team.
- Responsible for new system pilot testing, evaluation and implementation.
- Supervision and management of NAU-Y project personnel on a day-to-day basis.
- Arranging and overseeing faculty development initiatives.
- Providing leadership in achieving AVID Essentials.
- Ensuring integration of AVID skills into tutor training and ensuring tutors are trained/skilled in serving at-risk students.

- Coordinate NAU-Y Academic Advisement and Transition, Articulation with AWC, and NAU-Y Military-Veterans (in cooperation with AWC).

AWC/NAU-Y Technology Initiatives Coordinator

This position is responsible for successful achievement of Initiative 2 for both AWC and NAU-Y activities and will oversee the Data Survey Specialist. Reports to Director.

Duties and Responsibilities:

- Facilitate Datatel migration to SQL Server.
- Coordinate transition to Datatel managed services.
- Supervise Datatel consulting and provide campus training.
- Facilitate interface between AWC ITS, Datatel, end users, and NAU ITS for NAU-Y Virtual Advising Center.
- Responsible for the technological implementation of NWEA postsecondary diagnostic assessment instrument

AWC Veteran/Military Services Coordinator

This position will: coordinate the development of college services to the active military and veteran constituencies; have oversight of creation of Veteran/Military Center; ensure delivery of full complement of learning and support services to veteran and military-affiliated students; provide trainings and to AWC and NAU-Y staff and faculty on methods to make campus more veteran/military friendly; and is essential in successful completion of Initiatives 1 & 3. Reports to Project Director. This position will be institutionalized post grant.

Duties and Responsibilities:

- Oversee opening, staffing, and operations of the Veterans/ Military Support Center and pilot incorporation of AVID essentials into the spectrum of military supports.
- Ensure development of targeted academic advising and retention strategies as well as Individual Educational Plans for veteran/military students, as well as piloting incorporation of AVID strategies and supports, tailored to the needs of veteran/military students.
- Establish peer support systems for veteran/military students or graduates to assist incoming students, in tandem with AVID supports.
- Coordinate with appropriate college departments for placement testing and student supports for the success, retention, and transfer of veteran/military students.
- Serve as the liaison between AWC, NAU-Y and the Veteran Community Partners to assist

NAU-Y Assessment Specialist

This position is an important factor in the successful achievement of Initiatives 1 and 2, and reports to the NAU-Y Activity Coordinator.

Duties and Responsibilities:

- Collaborate with faculty, staff, and project personnel to prepare for and conduct pilot testing of students with NWEA diagnostic software.

- Administer NWEA computer-based assessments.
- Provide access to student baseline and longitudinal results and summary reports for pilot evaluation, tracking student academic growth, and trajectory for success on AEPA assessments.
- Work with faculty and project personnel to align NWEA competency levels to curriculum and classes covering relevant competencies.
- Assist Case Management/Transfer Specialists with understanding of assessment results and referral of students to relevant supports.

AWC Case Management/Transfer Specialist

This position will be instrumental in AWC successfully achieving Initiative 1, developing key student supports that enforce AVID Essentials and also provide knowledge and tools for students to most efficiently complete coursework for transfer to NAU-Y, while also addressing individual needs to further academic success (i.e., academic deficits, strengthening language skills, etc.). Reports to Activity /Student Supports Coordinator.

Duties and Responsibilities:

- Pilot and establish case management and transfer services for cohorts of targeted student groups to ensure successful completion of coursework at AWC, transfer to NAU-Y, and ultimate four-year degree completion.
- Develop method and process to adequately prepare students for seamless transfer to NAU-Y by addressing individual education plans and aligning coursework to address students' particular needs.
- Oversee peer mentors in connection with case management services

NAU-Y Case Management Specialist

This position is instrumental in NAU-Y successfully achieving Initiative 1, providing key student supports that enforce AVID Essentials but also provide knowledge and tools for students to succeed as a new transfer to NAU-Y and persist to program completion. Reports to NAU-Y Activity/Transition Coord.

Duties and Responsibilities:

- Pilot/establish case management and enrollment services for incoming transfer students, assisting seamless transfer to NAU-Y needs.
- Oversee AVID-aligned peer mentor and referral system, within case management process, for academic and student supports.
- Responsible for providing students with academic advising and retention strategies as well as development of Individual Educational Plans.
- Works directly with students to develop clear academic paths early in academic career to the successful achievement of a baccalaureate.

AWC Data Survey Specialist

This position reports to the Technology Initiatives Coordinator and will: provide technical data support to faculty and staff to ensure the most accurate data are utilized in data-based decision making (DBDM); assist with managing, compiling and reporting on institutional research data related to Title V; and support successful achievement of Initiative 1 and 2.

Duties and Responsibilities:

- Perform statistical, analytical and data interpretation functions in the production of reports and presentations related to DBDM.
- Guide the design of surveys to measure pilot outcomes. Host on-line surveys and analyze and report on results.
- Create, maintain and query archival data, and report, in response to internal and external requests for information.
- Query college-wide information system using Datatel, SQL or other software applications.
- Query transfer data systems using Hyperion and National Student Clearinghouse.
- Organize and present information, analysis and interpretation clearly and effectively in narrative, tabular, graphical, and/or oral modes.
- Implement research and evaluation strategies to determine performance in comparison to program goals and project objectives. Reports and communicates findings to various internal audiences, in cooperation with the Director.

AWC & NAU-Y Senior Secretary

This position will provide secretarial and administrative assistance for the Title V project. AWC Secretary will report to the Project Director and NAU-Y Secretary will report to the NAU-Y Activity/Transition Coordinator.

Duties and Responsibilities:

- Provides general assistance to project staff in utilizing appropriate technology.
- Composes, edits, types and proofs correspondence, reports, memos, and other documents as assigned.
- Maintains, verifies, and retrieves records.
- Designs and maintains a functional filing system.
- Assists with preparation/filing reports to U.S. Dept. of Education, under direction of project staff.
- Completes and routes purchase requisitions and work orders as assigned.
- Maintains program inventory, supplies and materials, according to established procedures.
- Assigns proper budget codes; prepares, tracks and monitors expenditures according to procedures.
- Schedules meetings, facilities, classrooms, and equipment according to established procedures, makes travel arrangements as requested; maintains appointment calendars, and assists in the coordination of training and necessary travel.

Title V Committees

AVID Site Team

Alma Sandigo, NAU ELL Coordinator
Brian Beeles, AWC Professor of Spanish
Dubia Zaragoza, PACTO Activity and Student Coordinator
Linda Elliot-Nelson, AWC Dean of Instruction
Mat Hoogendoorn, Title V Director
Patty Powers, AWC Education Lead Faculty
Randy Martin, NAU Assessment Coordinator
Rosa Corona, NAU Associate Dean
Russell Prust, NAU Education Dept. Chair

Internal Evaluation Team

Mat Hoogendoorn, Title V Director
Mary Schaal, Dean of Institutional Research
Russell Prust, NAU Education Dept. Chair
Dubia Zaragoza, Activity and Student Coordinator
Rosa Corona, NAU Associate Dean

**TITLE V
KEY PERSONNEL JOB DESCRIPTIONS**

**ARIZONA WESTERN COLLEGE
TITLE V DIRECTOR**

Reports to and Evaluated by

AWC President

Purpose

To manage the entire Title V project and to oversee project implementation

Responsibilities-Performance Required

- Communicate Title V objectives to all constituencies at partner institutions and maintain effective communication to assure project remains congruent with institutional goals.
- Work with Independent Evaluator to facilitate and execute comprehensive evaluation.
- Remain current on Title V and U.S. Dept. of Ed. policies and grant terms/conditions to assure program compliance.
- Oversee preparation/monitoring of project fiscal and technical reports for both partners and U.S. Dept of Ed.
- Authorize all Title V expenditures and maintain budget control and responsibility for appropriate fund utilization.
- Ensure all external contract arrangements are operating and executed according to schedule and policy.
- Work with AWC and NAU-Y staff to institutionalize new practices/improvements according to schedule.
- Hire/supervise/evaluate the project staff to ensure implementation of all aspects of the proposed project.

Qualifications

- Five years' administrative experience in education including project administration, project evaluation, and personnel and budget management
- Minimum of master's degree in education or related field
- Project evaluation experience preferred
- Two years of experience in developing, implementing, or evaluating federal grants required.

Terms and Conditions of Employment

Employment is for twelve (12) months.

Title V funded position.

ARIZONA WESTERN COLLEGE
ACTIVITY/STUDENT SUPPORT COORDINATOR

Reports to and Evaluated by

Title V Director

Purpose

This position is responsible for day-to-day operation of project at AWC. This position is also responsible for the successful achievement of Initiative 1 and Initiative 3. Reporting to the Project Director, this position will serve as the direct supervisor all AWC Title V Coop project staff (except Data Survey Specialist).

Responsibilities-Performance Required

- Responsible for development of comprehensive support services grounded in AVID essentials that increase learning, persistence, completion and success.
- Coordination with NAU-Y to ensure seamless project supports and systematic change.
- Ensure the successful development of AVID-based initiatives targeted at three distinct focus areas: students, faculty and campus culture.
- Oversee renovation of AWC Transfer Center
- Responsible for new system pilot testing, evaluation and implementation.
- Supervision and management of AWC project personnel on a day-to-day basis.
- Arranging and overseeing faculty development initiatives.
- Providing leadership in achieving AVID Essentials.
- Ensuring integration of AVID skills into tutor training as well as ensuring tutors are trained and skilled in serving at-risk students.
- Serve as AVID Liaison, coordinate AVID site visits, and convene AVID Site Team required as part of the AVID model.

Qualifications

- Two years' experience working with Hispanic and low-income students
- Minimum of Master's degree in education or related field
- Excellent verbal and written communication skills, including oral presentation skills
- Ability to work productively and independently with students, faculty and staff of diverse backgrounds
- Program oversight experience
- Min. four years' experience in personnel management
- Bilingual English/Spanish preferred.

Terms and Conditions of Employment

Employment is for twelve (12) months.
Title V funded position.

**ARIZONA WESTERN COLLEGE
TECHNOLOGY INITIATIVES COORDINATOR**

Reports to and Evaluated by

Title V Director

Purpose

This position is responsible for successful achievement of Initiative 2 for both AWC and NAU-Y activities and will oversee the Data Survey Specialist.

Responsibilities-Performance Required

- Facilitate Datatel migration to SQL Server.
- Coordinate transition to Datatel managed services.
- Supervise Datatel consulting and provide campus training.
- Facilitate interface between AWC ITS, Datatel, end users, and NAU ITS for NAU-Y Virtual Advising Center.
- Responsible for the technological implementation of NWEA postsecondary diagnostic assessment instrument

Qualifications

- Minimum of a Bachelor's degree in computer science or related field
- Two years' experience working with complex multi-user info systems. Datatel experience strongly preferred.
- Strong interpersonal/communication skills.
- Demonstrated ability to work as member of team and manage projects for completion on-time and within budget.
- Ability to work productively/independently with diverse students, faculty and staff.

Terms and Conditions of Employment

Employment is for twelve (12) months.

Title V funded position.

**ARIZONA WESTERN COLLEGE
TITLE V SENIOR SECRETARY**

Reports to and Evaluated by

Title V Director

Purpose

This position will provide secretarial and administrative assistance for the Title V project. AWC Secretary will report to the Project Director and NAU-Y Secretary will report to the NAU-Y Activity/ Transition Coordinator.

Responsibilities-Performance Required

- Provides general assistance to project staff in utilizing appropriate technology.
- Composes, edits, types and proofs correspondence, reports, memos, and other documents as assigned.
- Maintains, verifies, and retrieves records.
- Designs and maintains a functional filing system.
- Assists with preparation/filing reports to U.S. Dept. of Education, under direction of project staff.
- Completes and routes purchase requisitions and work orders as assigned.
- Maintains program inventory, supplies and materials, according to established procedures.
- Assigns proper budget codes; prepares, tracks and monitors expenditures according to procedures.
- Schedules meetings, facilities, classrooms, and equipment according to established procedures, makes travel arrangements as requested; maintains appointment calendars, and assists in the coordination of training and necessary travel.

Qualifications

- High school degree or equivalent
- College coursework in secretarial science preferred
- Two years secretarial experience involving purchasing and use of budget codes.
- Good keyboarding and note-taking techniques with word processing experience.
- Excellent verbal and written communication skills.
- Preferred: -Background similar to students being served. -Demonstrated bilingual fluency in English and Spanish, with excellent written and verbal skills in both languages

Terms and Conditions of Employment

Employment is for twelve (12) months.

Title V Funded position.

NORTHERN ARIZONA UNIVERSITY - YUMA
TITLE V ACTIVITY COORDINATOR

Reports to and Evaluated by

NAU-Y Project Manager

Purpose

The Activity/Transition Coordinator is responsible for day-to-day supervision of NAU-Y project staff. In addition, in cooperation with the AWC Activity Coordinator (above), this position will be responsible for the successful achievement of Initiative 1 and Initiative 3 at NAU-Y. This position is targeted to be institutionalized post grant to continue coordination of articulation, academic advising, and transition services.

Responsibilities-Performance Required

- Responsible for development of comprehensive support services grounded in AVID essentials that increase learning, persistence, completion and success.
- Coordination with AWC to ensure seamless project supports and systematic change.
- Ensure the successful development of AVID based initiatives based on three distinct focus areas: students, faculty and campus culture. Serve on the AVID Site Team.
- Responsible for new system pilot testing, evaluation and implementation.
- Supervision and management of NAU-Y project personnel on a day-to-day basis.
- Arranging and overseeing faculty development initiatives.
- Providing leadership in achieving AVID Essentials.
- Ensuring integration of AVID skills into tutor training and ensuring tutors are trained/skilled in serving at-risk students.
- Coordinate NAU-Y Academic Advisement and Transition, Articulation with AWC, and NAU-Y Military-Veterans (in cooperation with AWC).

Qualifications

- Two years' experience in working with Hispanic and low-income students
- Min. of Master's degree in education or related field
- Excellent verbal and written communication skills, including oral presentation skills
- Min. of three years' experience with higher ed. advising, transfer, and/or other student services
- Program oversight experience
- Min, two years' experience in personnel management
- Bilingual English/Spanish preferred.

Terms and Conditions of Employment

Employment is for twelve (12) months.
Title V Funded position.

NORTHERN ARIZONA UNIVERSITY - YUMA
ASSESSMENT SPECIALIST

Reports to and Evaluated by

NAU-Y Activity Coordinator

Purpose

This position is an important factor in the successful achievement of Initiatives 1 and 2, and reports to the NAU-Y Activity Coordinator.

Responsibilities-Performance Required

- Collaborate with faculty, staff, and project personnel to prepare for and conduct pilot testing of students with NWEA diagnostic software.
- Administer NWEA computer-based assessments.
- Provide access to student baseline and longitudinal results and summary reports for pilot evaluation, tracking student academic growth, and trajectory for success on AEPA assessments.
- Work with faculty and project personnel to align NWEA competency levels to curriculum and classes covering relevant competencies.
- Assist Case Management/Transfer Specialists with understanding of assessment results and referral of students to relevant supports.

Qualifications

- Minimum of an Associate degree in computer information services or related field
- Two years' experience working with diagnostic assessment
- Strong interpersonal and communication skills.
- Demonstrated ability to work as member of team.
- Ability to work productively and independently with diverse students, faculty and staff.
- Bilingual English/Spanish preferred.

Terms and Conditions of Employment

Employment is for twelve (12) months.

Title V Funded position.

NORTHER ARIZONA UNIVERSITY - YUMA
TITLE V SENIOR SECRETARY

Reports to and Evaluated by

NAU-Y Activity Coordinator

Purpose

This position will provide secretarial and administrative assistance for the Title V project. AWC Secretary will report to the Project Director and NAU-Y Secretary will report to the NAU-Y Activity/ Transition Coordinator.

Responsibilities-Performance Required

- Provides general assistance to project staff in utilizing appropriate technology.
- Composes, edits, types and proofs correspondence, reports, memos, and other documents as assigned.
- Maintains, verifies, and retrieves records.
- Designs and maintains a functional filing system.
- Assists with preparation/filing reports to U.S. Dept. of Education, under direction of project staff.
- Completes and routes purchase requisitions and work orders as assigned.
- Maintains program inventory, supplies and materials, according to established procedures.
- Assigns proper budget codes; prepares, tracks and monitors expenditures according to procedures.
- Schedules meetings, facilities, classrooms, and equipment according to established procedures, makes travel arrangements as requested; maintains appointment calendars, and assists in the coordination of training and necessary travel.

Qualifications

- High school degree or equivalent
- College coursework in secretarial science preferred
- Two years secretarial experience involving purchasing and use of budget codes.
- Good keyboarding and note-taking techniques with word processing experience.
- Excellent verbal and written communication skills.
- Preferred: -Background similar to students being served. -Demonstrated bilingual fluency in English and Spanish, with excellent written and verbal skills in both languages

Terms and Conditions of Employment

Employment is for twelve (12) months.
Title V Funded position.

PERSONNEL PROCEDURES

HIRING TITLE V POSITIONS

All Title V positions will be advertised internally for one week. If the position is not filled internally, the position will be advertised and held open for 10 days. A selection committee will be appointed by the President or the immediate supervisor, depending on position. Appropriate documentation must be submitted as outlined in advertisement. The selection committee will conduct interviews and recommend to the President the candidate of choice. (AWC Procedures Manual, Procedure 402.1)

PERSONNEL EVALUATION

All Title V staff will be evaluated annually according to AWC institutional policy. Each staff member will complete a self-assessment and will be evaluated by the Title V Director. The Director will be evaluated by the President. Each Title V staff member will be provided with a written assessment and a plan of improvement, if warranted. (AWC Performance Appraisal Program for Professional/Administrative Employees.)

HIRING A CONSULTANT/EVALUATOR

The decision to hire an outside consultant/evaluator to be paid with Title V funds will be made jointly by the Title V Director and an advisory team. The procurement officer will first complete all necessary paperwork and share with an advisory team and the President. The advisory team will choose a candidate. Once the consultant has approved the contract an invoice will be forwarded to the AWC Business Office for payment.

HIRING FACULTY FOR GRANT OBJECTIVE DEVELOPMENT

Information regarding grant development work will be disseminated through the Vice President for Instructions Office, the Title V Office, and provided on the Title V website. Faculty interested in participating in grant objective development work shall follow the procedures outlined by the AWC Human Resources office. Upon completion of development activity, the participating faculty will complete the Faculty Stipend Request Form, provided by the HR Department and return it to the Title V Director for approval.

CHANGES IN KEY PERSONNEL

Any request for changes in Key Personnel will be submitted to the U.S. Department of Education for approval.

REPORTING PROCEDURES

TIME & EFFORT REPORTS

Title V staff members will complete a Time & Effort Report each month in which the major tasks accomplished toward yearly grant objectives are described and the percentage of time spent on Title V activities is documented. The report is submitted to the Title V Director and copies are maintained in Title V Office and electronically. NAU-Y Title V staff will report to NAU supervisors based on NAU procedures. A sample report can be found in Appendix A.

MONTHLY PROGRESS REPORT

Title V Key Personnel will complete a Monthly Progress Report each month in which progress toward yearly activity objectives are documented. The report requires an in depth summation to include the following:

- List your major activities pertaining to the Title V program for this reporting period and relate to the specific yearly objective(s).
- Discuss any problems which you are experiencing in meeting the objectives of our program.
- Describe equipment, or other significant purchases (over \$100), made with Title V funds during this reporting period for our program.
- Summarize all travel paid with Title V funds for this reporting period.
- What consultants/workshops sponsored by Title V have you talked with/participated in during this reporting period?
- Describe any cooperative activities with other units of the college, either Title V or non-Title V,
- What tasks are planned to meet the Activity Objectives for the next reporting period.
- Describe administrative activity completed during this reporting period.

The Monthly Progress Report is submitted to the Title V Director and copies are maintained in Title V Office and electronically on the shared Title V server. A sample report form can be found in Appendix B.

QUARTERLY REPORTS

Both formative and summative Quarterly Reports will be provided to the President, Vice President Internal Evaluation Team, and the External Evaluator. The report will include the following:

- Progress toward annual goals and objectives,
- Timeline for completion of quarterly activities,
- Justification for any incomplete activities, and
- Quarterly budget reports on expenditures and remaining funds.

ANNUAL PROGRESS REPORT

As required by the U.S. Department of Education, the Annual Progress Report will be completed by the Title V Director and submitted electronically in a timely manner. Prior to submission, the President, Vice President, External Evaluator and an advisory team will review the report and provide feedback for any needed revisions. The report will include an executive summary of all Title V Activity for the past 12 months, a summation of the project status, an assessment schedule, and status of the budget. The executive summary portion will describe the institutional impact of the year's grant activity to include direct positive impacts, ancillary impacts, and cooperative activities among college units Title V activity. Other supplemental information will be provided as needed. A sample report can be found on the U.S. Department of Education website: <http://www2.ed.gov/programs/iduestitle3a/performance.html>.

BUDGET ADMINISTRATION PROCEDURES

FISCAL CONTROL

All purchases using Title V funds:

- Must be made consistent with AWC policy.
- Must meet provisions of the project budget allowances, and
- Must be approved by the Title V Director.

The Title V Director and AWC's Grants Accountant are charged with ensuring consistency between Title V budget records and the college's recordkeeping system. Budget files are maintained in the Title V office and in the AWC Business Office. The U.S. Department of Education G5 accounting system is regularly checked to ensure consistency between AWC Title V budget records for draw down of funds and the U.S. Department of Education records.

PERSONNEL AND FRINGE

Each of the AWC Title V staff positions is funded 100% by the grant. Each of the key personnel positions will be institutionalized by absorbing salaries into the college's general operating budget by Year 5. Hiring for all positions funded by the Title V grant shall follow procedures outlined in the AWC Policies position named in the grant to include contracts, resumes, transcripts, and evaluations. All staff members, including key personnel, are required to complete a Monthly Time and Effort Reports (See Appendix A). Each employee will also complete an AWC timesheet (if required) at the end of each pay period. The Monthly Time and Effort will be submitted to the Title V Director for signature the first work day of the following month.

Procedure for Planned and Unplanned Absences

- Planned Absences –
Notify Title V Director as soon as possible prior to the absence.
Complete a Request for Planned Absence Form (See Appendix C)
Upon return, document hours missed on monthly timesheets.
- Unplanned Absences –
Call the Title V Director at home prior to the start of the workday or call the Title V Office at the start of the day and report on your absence.
If you are unable to call yourself, have someone call for you.
Upon return, document the hours missed on monthly timesheet.

AWC college policy for sick leave can be found online in the *AWC Procedures Manual, Section 435.1*

SUPPLIES AND EQUIPMENT PROCUREMENT

All supply and equipment requests must be directly related to the objective of the Title V project activity and procurement processes will follow AWC policy (AWC Purchase Manual)

- Supply requests as related to Title V project activity (not operational in nature) must originate with Title V staff member desiring the supply and must be accompanied by justification for the purchase.
- Equipment requests under \$5000 must originate with Title V staff member desiring the equipment and must be accompanied by a justification for the purchase. For equipment between \$5000 and \$50,000, three quotes must be obtained.
- The request is submitted to the Title V Director for approval via a AWC Purchase Order, and if approved, the request is forwarded to the AWC Business Office for processing. The AWC Grants Accountant also approves the request.

Standard college procedures will be followed by the AWC Business Office for purchasing, ordering, and remitting payment to vendors. The Business Office will maintain original documentation and receipts. Copies of all purchase orders will be maintained in the Title V Office.

PURCHASE ORDER REQUEST

Arizona Western College Requisitioning for Purchase Form can be found online in our Datatel system.

EQUIPMENT INVENTORY

Federal requirements state that all equipment (\$5000 or more) purchased with Title V funds will be tagged with AWC non-removable control number sticker and with a Title V sticker. However, AWC policy states that all equipment (\$500 or more) will be tagged with a AWC non-removable control number sticker; therefore, all equipment items purchased with Title V funds with a minimum value of \$500 will also be tagged with a Title V sticker. AWC equipment inventory procedures will be followed. All equipment items will be inventoried through the electronic master equipment list maintained by the AWC Business Office. Inventory records will also be maintained in the Title V office. A sample Title V Inventory Sheet can be found in Appendix D.

TRAVEL PROCEDURES

All travel paid with Title V funds must be directly related to the goals and objectives of the Title V project. Standard AWC travel policy will be followed to include completion of AWC Travel Request Form (Appendix E), AWC Travel V Request Form with Advance section completed (Appendix F), and AWC Travel Expense Claim Form (Appendix G). Appropriate receipts must accompany reimbursement form. (AWC Travel Manual)

In addition to AWC forms, the following Title V forms must be completed:

- **TITLE V TRAVEL REQUEST FORM** – This form must be completed by individual prior to proposed trip. Written permission of the Title V Director must be obtained. **UNAPPROVED TRIPS WILL NOT BE REIMBURSED.** A sample copy of this form can be found in Appendix H.
- **TITLE V TRAVEL EXPENSE VOUCHER** – The AWC Travel Expense Claim Form will be used to record all trip expenses. A sample copy can be found in Appendix G.
- **TITLE V SUMMARY TRAVEL REPORT FORM** – This form must be completed by the individual upon returning from the proposed trip. This report will document that the trip was related to Title V objectives and goals. Sample materials (conference agendas, schedules, meeting minutes, etc.) should be attached to the report. A sample copy of this form can be found in Appendix I.

Approved travel requests will be forwarded to the AWC Business Office for payment.

PROGRAMMATIC CHANGES AND BUDGET REVISIONS

Recipients are required to report deviations from budget and program plans and request U.S. Department of Education prior approvals for budget and program plan revisions in accordance with the following:

- Change in the scope or the objective of the project or program.
- Change in the key personnel specified in the application or award document.
- The absence of more than three months or 25 percent reduction in the time devoted to the project, by the approved project director or principal investigator.
- Need for additional Federal funding.
- The inclusion, unless waived by the Secretary, of costs that require prior approval in accordance with OMB Circular A-21.
- Transfer of funds allotted for personnel, fringes, equipment, and training stipends.

To request a programmatic change or budget revision, a budget revision/justification letter must be provided by the Title V Director, along with the signature of the college President, and submitted to the US Department of Education for final approval.

PROJECT EVALUATION PROCEDURES

EVALUATION OBJECTIVES CHART

Year 1: 2012-2013			
TASK	Personnel Responsible	Methods & Results	Time-frame
1. Release Title V Project Director (PD); hire other Title V staff	AWC/NAU-Y President, Vice President, Human Resource Director	Follow AWC/NAU-Y procedures for announcing appointments/hiring staff. Advertise, screen, interview applicants; issue employment letter to selected candidates. Positions filled with qualified staff fully oriented to activity objectives, their roles and responsibilities.	10/12 - 12/12
2. Finalize Evaluation design, methodology & participants.	PD, Presidents., Eval. Team, External Evaluator	Identify members of Evaluation Team. Convene team in January, April, July, and September of 2013. Select/retain External Evaluator. Finalize evaluation design.	10/12 - 2/13
3. Let bids/secure contractor for renovation/creation of NAU-Y Advising Center	PD, NAU-Y purchasing staff, facilities personnel	Follow normal university bid letting procedures; select contractor, establish timelines for completion of renovation. Conduct renovation, Transfer in place and ready for use with by March 2013	11/12 - 6/13
4. Let bids/secure contractor for renovation/creation of AWC Transfer Center	PD, NAU-Y purchasing staff, facilities personnel	Follow normal college bid letting procedures; select contractor, establish timelines for completion of renovation. Conduct renovation, Transfer in place and ready for use by May 2013	11/12 - 5/13
5. Design/develop plan for AVID-based support services	PD, Act. Coordinators, AVID Site Team Members, AWC/NAU-Y Faculty/Staff	Following review of literature and analysis of competencies established by best practice institutions, project and institutional staff design process/methods for infusion of AVID essentials in design of First-Year Experience Seminar, Advising/Transfer Services, Peer Tutoring, Peer Mentoring, Case Management System, and Senior Year Seminar.	12/12 - 5/13
6. Phase 1 of Datatel information migration to SQL data management services	PD, AWC Act. Coordinator, Technology Initiatives Coord. Ext. contractors	Follow normal college procedures for securing contractual services (by Jan. 2013); initiate phase 1 of data migration (by Feb. 2013); continue migration throughout year 1	11/12 - 7/13
7. Develop NAU-Y Virtual Advising	PD, Act. Coord., NAU-Y staff	Research best practices, design system, obtain administrative approval	1/13 - 5/13
8. Faculty/staff	PD, Act.	Minimum of 45 faculty and staff (combined	12/12 -

training in AVID essential principles	Coordinators, AWC/NAU-Y Faculty/Staff	partner institutions) participate in multiple training sessions.	3/13
9. Conduct year-end evaluation.	PD, Act. Cord, Eval. Team, Ext. Evaluator	Collect/analyze qualitative & quantitative data elements, document final results. Eval. concluded/documentated in written report.	8/13 - 9/13
Year 2: 2013-2014			
TASK	Personnel Responsible	Methods & Results	Time-frame
10. Conduct and analyze pilot test of AVID strategies with education program (cohort 1) student participants.	PD, Act. Coords., Peer Tutors, Peer Mentors, Data/Survey Spec., Coop partner, AVID Site Team faculty/staff	Peer Tutors/Peer Mentors trained in AVID strategies (by 11/13); First-time full-time EDU student participants (cohort 1) identified (by 12/13); AVID-based First Year Seminar, Academic Advising/Transfer Services, Peer Mentoring, and Peer Tutoring conducted (by 5/14)	10/13 - 5/14
11. Faculty/staff training in AVID essential principles	PD, Act. Coordinators, AWC/NAU-Y Faculty/Staff	Minimum of 45 faculty and staff (combined partner institutions) participate in multiple training sessions.	12/13 - 3/14
12. NWEA Assessment Developed and pilot tested as entry-level diagnostic	PD, NAU-Y Act Coordinator; Assessment Spec., Faculty	Coordinate with external experts to facilitate development and customization of NWEA diagnostic to be used with Teacher Education students at NAU-Y; assessment ready for pilot testing by 1/14; used as entry level diagnostic (during Spring 2014 semester)	11/13 - 5/14
13. Let bids/secure contractor for renovation/creation of joint Veteran/Military Student Support Center	PD, AWC purchasing staff, facilities personnel	Follow normal college bid letting procedures; select contractor, finalize design for center; establish timelines for completion of renovation. Renovation initiated (to be completed in project year 3)	1/14 - 9/14
14. Phase 2 of Datatel information migration to SQL data management services	PD, AWC Act. Coordinator, Technology Initiatives Coord. Ext. contractors	Initiate phase 2 of data migration (by Feb. 2014); continue migration throughout year 2	11/13 - 7/14
15. Conduct year-end evaluation.	PD, Act. Coords, Eval. Team, External Evaluator	Collect/analyze qualitative & quantitative data elements, document final results. Eval. concluded and documented in written report.	8/14 - 9/14

Year 3: 2014-2015			
TASK	Personnel Responsible	Methods & Results	Time-frame
16. Conduct and analyze pilot test of AVID strategies with part-time, non- traditional student participants.	PD, Act. Coords., Peer Tutors, Peer Mentors, Data/ Survey Spec., Case Mgt. Spec., AVID Site Team, faculty/staff	Peer Tutors/Peer Mentors trained in AVID strategies (by 11/14); Part-time/non-traditional student participants identified (by 12/14); AVID-based First Year Seminar, Academic Advising/Transfer Services, Peer Mentoring, and Peer Tutoring conducted (by 5/15)	10/14 - 5/15
17. Faculty/staff training in AVID essential principles	PD, Act. Coords., AWC/NAU-Y Faculty/Staff	Minimum of 45 faculty and staff (combined partner institutions) participate in multiple training sessions.	12/14 - 3/15
18. Conduct and analyze pilot test of AVID Senior Year Experience with NAU-Y student cohort.	PD, Act. Coord., Case Mgt. Specialist, AVID Site Team faculty/staff	Student participants identified (by 12/14); AVID-based Senior Year Seminar, conducted (by 5/15)	12/14 - 5/15
19. Complete renovation of Joint Veteran/ Military Student Support Center	PD, AWC purchasing staff, facilities personnel	Continue work with contractors to complete renovation.	10/14 - 12/15
20. NWEA Assessment administered to NAU-Y students.	PD, NAU-Y Act Coordinator; Assessment Spec., Faculty	Assessment administered to Teacher Ed students (by 12/15); used to create customized plan of support services (by 1/15); re-administered to Teacher Ed students (by 5/15)	12/14 - 5/15
21. Phase 3 of Datatel information migration to SQL data management services	PD, AWC Act. Coordinator, Technology Initiatives Coord. Ext. contractors	Initiate phase 3 of data migration (by Feb. 2015); continue migration throughout year 3	11/14 - 7/15
22. Conduct year-end evaluation.	PD, Act. Coords, Eval. Team, Ext. Evaluator	Collect/analyze qualitative & quantitative data elements, document final results. Eval. concluded & documented in written report.	8/15 - 9/15

Year 4: 2015-2016			
TASK	Personnel Responsible	Methods & Results	Time-frame
23. Conduct and analyze pilot test of AVID strategies with veteran/military student participants.	PD, Act. Coords., Peer Tutors, Peer Mentors, Data/Survey Spec., AVID Site Team, Coop partner faculty/staff	Peer Tutors/Peer Mentors trained in AVID strategies (by 11/15); Veteran/Military student participants identified (by 12/15); AVID-based First Year Seminar, Academic Advising/Transfer Services, Peer Mentoring, and Peer Tutoring conducted (by 5/16)	10/15
24. Faculty/staff training in AVID essential principles	PD, Act. Coordinators, AWC/NAU-Y Faculty/Staff	Minimum of 45 faculty and staff (combined partner institutions) participate in multiple training sessions.	12/15 - 3/16
25. Phase 4 of Datatel information migration to SQL data management services	PD, AWC Act. Coordinator, Technology Initiatives Coord. Ext. contractors	Initiate phase 3 of data migration (by Feb. 2015); continue migration throughout year 3	11/15 - 7/16
26. Let bids/secure contractor for renovation/creation of Collaborative work/meeting area for Veteran/Military services	PD, AWC purchasing staff, facilities personnel	Follow normal university bid letting procedures; select contractor, finalize design for center; establish timelines for completion of renovation. Conduct renovation initiated.	1/14 - 9/14
27. Conduct year-end evaluation	PD, AD, Eval. Team, External Evaluator	Collect/analyze qualitative & quantitative data elements, document final results. Eval. concluded & documented in written report.	8/16 - 9/16
Year 5: 2016-2017			
TASK	Personnel Responsible	Methods & Results	Time-frame
28. Conduct and analyze pilot test of AVID strategies with EDUC cohort 2 and Psych. student participants	PD, Act. Coords., Peer Tutors, Peer Mentors, Data/Survey Spec., AVID Site Team faculty/staff	Peer Tutors/Peer Mentors trained in AVID strategies (by 11/16); Ed cohort 2 and Psych student participants identified (by 12/15); AVID-based First Year Seminar, Academic Advising/Transfer Services, Peer Mentoring, and Peer Tutoring conducted (by 5/17)	10/16 - 5/17
29. Faculty/staff training in AVID essential principles	PD, Act. Coordinators, AWC/NAU-Y Faculty/Staff	Minimum of 45 faculty and staff (combined partner institutions) participate in multiple training sessions.	12/16 - 3/17

30. Analyze retention, transfer, degree completion rates of partner institutions	PD, Act. Coordinators, AWC/NAU-Y Faculty/Staff	Review and analyze fall to fall retention (AWC and NAU-Y students); transfer rates from AWC to NAU-Y; degree completion rates (AWC and NAU-Y); evaluate project initiatives on overall student success and institutional enrollment.	1/17 - 9/17
31. Conduct year-end evaluation.	PD, Act. Coords, Eval. Team, External Evaluator	Collect/analyze qualitative & quantitative data elements, document final results. Eval. concluded and documented in written report. Institutionalize new services, personnel.	8/16

INTERNAL EVALUATION

INTERNAL EVALUATION TEAM

The joint AWC and NAU-Y Title V Internal Evaluation Team will be responsible for internal oversight of the grant project and responsibilities are to

- ensure a smooth transition to implementing the project,
- be familiar with scope and purpose of Title V
- understand the importance of implementing the project so that proposed objectives are met each year,
- review formative and summative reports by Director, and
- make recommendations for adjustments, as needed, to ensure continuous improvement and assessment of implementing the program activities.

Internal Evaluation Team meetings will be held at least once per quarter to review the grant project to date. The Director and other Key Personnel, as needed, will report on progress toward annual goals and objectives; identify timeline for completion of quarterly activities; justify any incomplete activities; and provide written formative and summative evaluation of quarterly activity to include budget reports. The IET will also discuss any problems and weaknesses identified within the quarterly period and identify corrective action, if warranted. IET members will attend annual meetings with External Evaluator (dates to be determined) to review grant progress. IET members will complete an annual evaluation summary report based on the following guidelines:

Timeline & Tasks	Were the tasks completed? Were the results successful? Are the timelines being met? Are the timelines realistic? Were the resources adequate?
Objectives	Were the objectives reached? If not, why not? Were the goals realistic?
Problems & Weaknesses	What problems and weaknesses are evident in the grant? To what extent has the college progressed in the areas of weaknesses? To what extent has the college institutionalized developmental/piloted activities of the grant?

The Title V Information Systems Analyst/Data Analyst and the AWC Institutional Research Office will be responsible for collecting and analyzing data by tracking each pilot group identified in the grant as well as usage of new advisement services. The Title V Director will oversee all evaluation measures to include both quantitative and qualitative outcomes and will submit summative and formation evaluation reports to the Internal Evaluation Team each quarter.

EXTERNAL EVALUATION

EXTERNAL EVALUATOR

An external evaluator will be retained for AWC's Title V grant throughout the lifetime of the grant. The evaluator will work closely with the Title V staff and to review and refine the grant evaluation plan as needed to include review of evaluation instruments and the collection/analysis of data. The evaluator will be responsible for annual two-day visits to campus (Y1-5); serve as an ongoing consultant throughout the year; review data analysis procedures and outcomes; and provide written reports for each year of the grant project.

APPENDIX

TITLE V FORMS

Monthly Time & Effort Report
Title V PACTO Grant

Title V PACTO Grant
GRANT YEAR: 2012-2013

Arizona
Month:

Employee Name: _____ **Job Title:** _____

Objectives:

1. Increasing success through comprehensive support services grounded in AVID essentials.
2. Increasing success through improved information technology and systems.
3. Increasing success through improvement of facilities to house support services.

Report for the month ended

- Full-Time – paid 100% with grant funds Part-time – paid hourly with grant funds
 Stipend paid – for faculty project Volunteer –donated time to grant

During the month shown above, the Title V PACTO Grant related work I have performed is:

Topic	Department Engaged	Description of Activity	Time
AVID			
Renovation			
Datatel			
New employees			
Personal training			
		Total Time	

Please review the following and determine if any of the statements pertain to your monthly activities, if so report.

- List your major activities pertaining to the Title V program for this reporting period and relate to the specific yearly objective(s).
- Discuss any problems which you are experiencing in meeting the objectives of our program.
- Describe equipment, or other significant purchases (over \$100), made with Title V funds during this reporting period for our program.
- Summarize all travel paid with Title V funds for this reporting period.
- What consultants/workshops sponsored by Title V have you talked with/participated in during this reporting period?
- Describe any cooperative activities with other units of the college, either Title V or non-Title V,
- What tasks are planned to meet the Activity Objectives for the next reporting period.
- Describe administrative activity completed during this reporting period.

I certify that the information provided above is correct.

 Employee Signature

 Date

 Title V PACTO Director's Signature

 Date

**Title V PACTO Grant
Arizona Western College
Monthly Activity Report**

Award Number: P013S120083

GRANT YEAR: 2012-2013

Month: Month Year

REPORT COMPLETED BY: _____

- (1) What were the major activities of your program component this month?

- (2) Have you worked with or been in contact with any other areas of the college during the development and/or implementation of your activities this month? If so, who did you meet with/cooperate with...and on what topic/s.

The other areas of the college that were contacted were:

Area	Topic

- (3) Please discuss:
 - Any major purchases of equipment or supplies during the reporting period.
 - Any travel or training activities.
 - Feedback on any consultant services used.

- (4) Discuss any obstacles or problems you are experiencing in meeting the objectives of your Activity component. Are there any concerns or issues which you feel need to be addressed in order to be effective in making progress toward meeting objectives.

- (5) Anything to report this period related to:
 - Assessment or evaluation of the effectiveness of your activities?
 - Progress toward institutionalization of new programs or activities?

Arizona Western College

Title V Grant

**TITLE V
EQUIPMENT INVENTORY**

DATE: _____

ACTIVITY NAME: _____

Name & Manufacturer	Model No	Serial No	PO Number	Purchase Date	Purchase Price	Service Tag	AWC ID Code	Location of Equipment on Campus

This is to certify that the above equipment has been received in good order and adequate maintenance procedures will be maintained.

DIRECTOR: _____ **DATE:** _____

Arizona Western College

Title V Grant

**TITLE V PROJECT
TRAVEL REQUEST FORM**

Name _____ Ext. No. _____ Date _____

Requests approval of Title V Director to attend the following conference/workshop/training program:

This conference/workshop/training program will contribute to institutional development and is related to the Title V activity in which I am involved in the following way:

A completed Request Form is attached. [Title V Office will forward the request to the AWC Business Office with Director’s approval.]

Request Approved:

Title III Director **Date**

PRCC President **Date**

Arizona Western College

Title V Grant

**TITLE V PROJECT
TRAVEL REPORT FORM**

NAME: _____

TITLE V ACTIVITY **PACTO**

ACTIVITY OBJECTIVE _____

DATE(S) OF TRIP _____

DESTINATION _____

PURPOSE OF TRAVEL _____

Summary of participation and information gained as it relates to the Project Activity:*

Indicate how the above information will be shared with AWC:

***Please attach a copy of program, brochures, or any other information to further document your participation.**

AWC TRAVEL REQUEST FORM AND EXPENSE CLAIM FORM:

http://www.azwestern.edu/business_and_administrative/business_office/travel.html