

Grants Committee Minutes
June 18, 2013

Members Present: Deborah diCesare, Ellie Rabani, Bobbi McDaniel, Raul Gonzalez, Helen Shrager and Gary Huff, Sherri Rodriguez and Nona Matatova

Members Absent: Marni Roosevelt, Ruby Christian-Brougham and Raul Castillo

Guests: Barbara Schneider, Khaled Hussein, Xiao Liu-Behlendorf, Alicen Vera and Harry Fink

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved April 2013 minutes

2. Reports - Deborah

Grants Updates – 2012-2013 grants; 11 submitted, 1 pending, 5 funded, 5 not funded. The full report will be submitted once final status of pending grant is known.

EPC – Reminded members can provide feedback by email or attend EPC meeting directly on the new EMP goals.

3. Action Items

a. Updated CDEC Presentation by Khaled Hussain and Xiao Liu-Behlendorf

Data - Distributed District Institutional Research report about the gaps between Success, Retention and Persistence rates for online versus traditional classes. Data indicates online students experienced lower rates

This grant project will work to close those gap and supports the need section of grant.

Library - Needs to add eBooks to permanent collection which is part of AACJS report. This grant will support an institutional effort to add information competency requirement into classes. Create an online tutorial that would support student's development in research skills and online skills.

Research/Evaluation - Based on meeting with research department, Michelle Fowles suggested a .5 position for research analyst position to accommodate the grant evaluation needs.

Online Platform - Grant does not dictate that Etudes/Moodle are required, college has the option to choose (i.e. Etudes, Blackboard).

Etudes Contract Level - According to Ramona Munsell and Associates, we have a 9,075 enrollments at level 5. The new grant would give us unlimited usage account. This new grant can pay for entire amount, not just the difference between the two accounts.

Grants Committee members need to review using rubric; simultaneously, the Fiscal Review will occur. CDEC requested feedback by October 1.

b. TRiO SSS Presentation by Barbara Schneider

Distributed signed Grant Tracking Proposal and Approval Form – Ms. Schneider reviewed salient points from the form and the high success rate for the grant. . She secured consultations and signatures from Associate VP Research, Planning and her supervising Vice President. This grant represents a third time renewal. Since there will be a 30-45 day turnaround once the RFP becomes available, she is coming to the committee now for approval. There is a contract for services for Ramona Munsell for 5% annual fee if awarded. This grant allows for 8% annual indirect costs.

Grants Committee members need to review using rubric; simultaneously, the Fiscal Review will occur. She requested feedback as quickly as possible.

c. Title 5 Cooperative – Raul Castillo not present; item skipped.

d. US DOL TAACCCT – Trade Tech is taking lead for district. Deborah diCesare will reach out to see how we may participate.

e. Work Group Updates

*** Modifying Grant Tracking Form & Rubric Report**

Rubrics: Discussed draft rubrics; revisions will be incorporated and sent for committee review. Sherri Rodriquez and Bobbi McDaniel joined the rubric work group efforts.

Grant Committee Internal Process and Grant Proposal Steps for Applicants: Incorporate timeframe into both.

Tiered approval levels: Discussed criteria for determining appropriate approval levels. Anytime there is a fiscal impact to the college, the proposal requires a fiscal review. Need decision tree and identify triggers. Suggested identifying key triggers that are constant to apply to every proposal.

* Modify Handbook – Dependent upon the internal process being determined first.

Next Meeting 7/16 and 8/20

* Post Grant Award Resources – Bobbi McDaniel will review website has appropriate resources and/or link to resources

* Database – Need expertise in ACCESS program to modify database to generate reports automatically.

f. Grants Committee Self-Evaluation - Deborah diCesare will resend request to all today.

g. Alicen Vera has been coming as alternate for Ellie Rabani and will now be a member.

4. Adjourned at 11:20 AM

5. Next meetings, July 16, August 20 - 10:00a-11:00a (President's Conference Room)