

GRANTS COMMITTEE MEETING

Minutes of February 19, 2020

PRESENT: Nona Matatova, Raul Castillo, Maria Calpito, Michelle Fowles, Howard Levine, Ani Davoyan, Ellie Rabani, Marni Roosevelt, Robert Medina.

ABSENT: Deborah diCesare, Alicen Vera, Sherri Rodriguez, Sorangel Hernandez, Ruby Christian-Brougham, Xiao Behlendorf

GUEST: Jennifer Fong, Michelle Fowles

CALL TO ORDER – Nona Matatova at 2:00 pm.

I. APPROVAL OF MINUTES

- November 2019 Minutes approved.

II. NEW BUSINESS

Public and Campus Awareness Discussion with Jennifer Fong:

The discussion regarding campus awareness and ways to promote LAVC Grant programs on campus and to the community took place. Currently, as part of the Grant Notification, Jennifer is included in the email distribution.

The committee raised questions about the established processes as well as what can be done to enhance it. The committee also expressed the PR form is cumbersome and needs to be revised.

Jennifer Borucki shared campus communications and public awareness efforts. She recommended that departments/programs use the PR Request Form to begin the request process. The PR Office will share/like social media posts by programs that tag LAVC (@lavalleycollege) on the college's official Twitter, Facebook and Instagram feeds. The PR Office will develop a press release template that can be filled out by the program, and then edited/distributed to media outlets by Jennifer. Lastly, she advised that programs start developing an editorial calendar to help the PR Office plan for promoting specific activities/news items throughout the year (e.g. graduations, invited speakers, special events, job fairs, success stories, etc.)

OIE:

Michelle Fowles shared a proposed Grant Evaluation form to be completed as part of the GAP form item # 8. *Evaluation Plan/Alignment with the Office of Institutional Research*. In order for the OIE team to better evaluate and plan for anticipated data needs, the proposed form includes: Objectives (what are you trying to accomplish), Activities (What will you do to accomplish it?), and Metric/Indicator (How will you measure the outcome?). Prospective grant writers would identify the grant objectives and associated activities so that OIE can identify

specific indicators for each and whether or not those indicators could be determined through existing or additional data. This would help clarify the scope of work and any needed data from OIE. That objectives and activities portion of the form should be completed and submitted to OIE prior to the meeting with OIE, in order to expedite the signature process for item #8. Michelle Fowles raised a concern about the current approval process and subsequent expectations of OIE. She reported that proposal initiators often leave out important information about the data needed for the grant application, monitoring, and reporting during the GAP process, especially when there are external evaluators. Nona Matatova suggested incorporating the OIE Grant Evaluation Form to be incorporated into the GAP Form. Several members voiced concern about making the process more burdensome. Further actions/approval will be discussed at the next meeting.

Due to time constraints, the remaining agenda items were not discussed.

III. REPORTS

IV. ADJOURNMENT – Nona Matatova at 3:10 pm.