

Non-Instructional Annual Review Grant Administration

This document addresses SACSCOC standards: Fund-raising CS 3.2.12, Control of Sponsored Research/External Funds, CS 3.10.4, and Institutional Effectiveness CR 2.5, CS 3.3.1, and 3.5

Purpose

Amarillo College non-instructional area's consistently review data and strive for improvement. The purpose of this review is to demonstrate how AC non-instructional areas support AC's mission by "...enriching the lives of our students and our community."

On an annual basis, the Program Review process will capture a holistic snapshot of strengths, weaknesses, and improvement plans based on institutional data and assessment information.

The information collected on this form will also serve to help your division complete the information required by SACSCOC for Amarillo College's continued reaffirmation efforts.

Response Length Suggestion: Most responses should be 2-3 sentences. If available, you may also provide a link to other documentation that answers each question.

I: Identification

1. Department Title:

Grant Administration

2. Department Purpose Statement:

Grant Administration has a central focus, which is the daily management and oversight of all federal, state and private grants at Amarillo College.

3. Department Review Year (i.e. Most Recent Academic Year)

2013-2014 - note this institutional effort was reorganized as of January 2014 and reorganized in September 2014.

4. Date of Submission:

10/15/2014

5. Lead Person Responsible for this Department Review:

Name: Cara Crowley
Title: Senior Director of Grants Management
E-mail: cjcrowley@actx.edu
Phone Number: 345-5518

6. Additional Individuals (Name and Title) Responsible for Completing this Department Review:

Danita McAnally, Chief of Planning and Advancement
 Jennifer Ashcraft, Grants Compliance Officer
 Jamie Perez, State and Private Grants Coordinator

II: Existing Data (Not Survey, Focus Groups, and/or Interviews)

AC staff/administrators collect and evaluate data related to people served.

1. What significant AC, state, federal, or other reports do you complete on an annual basis and/or what significant quantitative data do you collect or review on an annual basis? (Please provide links to data/report information or a succinct summary of your data findings.)

N/A ... We do not complete any reports or collect data. We are responsible for the oversight of the grants at Amarillo College. These grants gather data and report their performance data to their funding agency. However, grants are located in all divisions and departments throughout Amarillo College. These divisions and departments would report their own institutional effectiveness data collection and report submissions for their grants.

2. Based on the past year's data (referenced in Question #1), please evaluate your data and/or department. (Place an 'X' in each text box that corresponds to your evaluation. You may delete or add rows.)

Data Reported/Collected (Include Most Important Data)	Needs Improvement	Meets Standards	Exceeds Standards
N/A			

3. (If applicable) If any area "Needs Improvement," please explain why (i.e. Analysis).

4. (If applicable) Based on the data above, what changes do you recommend (i.e. Action Plan)?

III: Existing Data (Based on Surveys, Focus Groups, and Interviews)

In this section, provide examples of ways you used survey data or qualitative research (interviews, focus groups, etc.) to make decisions.

PART A:

1. Over the past year, did your area collect and/or review any survey data or qualitative (focus group, interview, etc.) information?

(Place an 'X' in the text box that corresponds to your response.)

Yes (If Yes, Proceed to PART A, Question #2)	No (If No, Proceed to PART B)
N/A	N/A

2. Summarize the most important information that was collected and/or reviewed and the results.

N/A

3. (If applicable) Based on the data above, what changes do you recommend (i.e. Action Plan)?

PART B:

Additional Comments Related to Surveys and Qualitative Research (Not Required):

N/A

IV: Institutional Initiatives

PART A –No Excuses:

Each department is expected to support student success initiatives.

1. List 1 or more ways your department most focuses on any of the No Excuses goals/initiatives.

Grant Administration directly oversees grant projects that support all five No Excuses initiatives: Tutoring Expansion, Course Redesign, Poverty, First-Year Seminar and Developmental Education.

2. Are there any changes your department has made over this past year to remove barriers to students and further the No Excuses goals OR to move the needle toward fulfillment of the No Excuses goals?

- If so, please explain.
- If not, but you plan to make changes that aid students success, please provide a few sentences explaining how you can better support No Excuses.

Without this department and its oversight of all grants, Amarillo College may be susceptible to fewer opportunities for grant funding. Given that AC's grant projects support all five No Excuses initiatives, this department is integral to No Excuses goal fulfillment.

PART B –Institutional Outcomes:

Each department is expected to provide quality student, customer, and/or client services.

1. For this review year, what is/were your department's most important goals (i.e. broad things you would like to accomplish)?

The most important goal for Grant Administration is to create a systematic and centralized method to provide oversight of federal, state and private grants.

2. For this review year, what is/were your department's most important outcome/s that can be specifically measured and help you achieve your goals? Provide examples of 1-3 outcomes. (An outcome provides observable evidence that your student's or client's knowledge, skill, ability, attitude, or behavior has changed as a result of your efforts.)

1. After Grant Administration runs a single audit, the external auditors will locate no more than 2 programmatic findings related to federal/state grants.
2. Create a centralized approach to maintaining programmatic grant files including participant files.
3. Create a process for compliance auditing of the programmatic grant files and participant files.

3. How does your department assess the above outcome/s? What were the results of your outcome assessment? What do your results tell you?

1. 5 programmatic findings were found. As a result, a restructure of the grants department was needed to ensure this issue does not occur again in future audits.
2. Outcome #2 is assessed during the grant's bi-annual compliance audit. Compliance audits are completed by two of three staff members of Grant Administration.
3. Outcome #3 was assessed by the completion of grant compliance audits performed on all federal and state grant projects including but not limited to HEP, Title V, HSI STEM, Accelerate Texas, and S3.

4. What change/s has your department made in the past year or do you plan to make based on your assessment of any outcome?

Department was newly created in January 2014 and has made no changes during the past year since it's a new department.

5. Have you addressed any local, state, audit, or federal compliance issues that have caused you to make an adjustment to your department and/or a policy change? If so, please explain.

Yes. The FY2013 single audit showed the need for increased grant management oversight at Amarillo College. As a result, the Grant Administration department was created in January 2014. Grant accounting and grant project staff are key participants in the grant administration efforts. Grant administration's role begins once a grant is awarded but often provides input during the grant development stage.

PART C –Strategic Planning:

Each department is expected to support AC's Strategic Planning initiatives.

1. Identify at least one strategy or task from the Strategic Plan your area currently addresses/evaluates.

Goal 1 – Expand Student Success

1.1 Adjust instruction and services based on assessment data

2. (If applicable) What additional item/s should AC's Strategic Plan address?

Goal 2 – Ensure Student Success (2.5)

Goal 3 – Collaborate with Partners in the Community (3.2)

PART D – Core Objectives (CR 2.10):

SACSOC guidelines require non-instructional areas to provide student support programs, services, and activities that are consistent with its mission and that promote student learning and enhance the development of its students.

At Amarillo College, a component of student learning is found present in the existence of AC's General Education Competencies. Due to recent mandate changes set forth by the Texas Higher

Education Coordinating Board (THECB), AC has adopted the following General Education Competencies: Communication Skills, Critical Thinking Skills, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility.

Although these competencies obviously relate to academia, many non-instructional areas also support some or all of these objectives.

Some Examples of Ways Non-Instructional Areas Can Support Student Learning:

Personal Responsibility: Any service that provides materials/information related to financial literacy, life planning, etc. to students could relate to personal responsibility. Also any measure of student personal responsibility (e.g. percent of students not dropped for non-pay, percent of students who pay their rent to AC housing on time, etc.) relates to this topic.

Social Responsibility: If students are able to serve or learn about ways to serve their community or world, this could relate to social responsibility.

Communication, Critical Thinking, and Empirical and Quantitative Skills: If a department teaches a skill/topic within the classroom or through a published document geared toward students, this skill/topic could relate to communication, critical thinking, or any of the other objectives—depending on the skill/topic being taught.

Teamwork: Any student organization/framework where students must work successfully within a group could equate to teamwork.

1. Does your area work (in-person, through publications, or through some other means) with students to learn/accomplish any of the following objectives?

Objective	Yes (If Yes to Any Area, Respond and Proceed to Part D, Question #2)	No (If No to All Areas, Proceed to Part D, Question #3)
Communication Skills		X
Critical Thinking Skills		X
Empirical & Quantitative Skills		X
Teamwork		X
Personal Responsibility		X
Social Responsibility		X
Note: May Insert other Objective/s		X

2. For each objective that received a “Yes” response, provide a bulleted list identifying how your department addresses each particular objective with AC students, any assessments related to your objective (if applicable), and any results related to your assessment (if applicable).

➤ Assessments can be indirect (e.g. surveys, focus groups, etc.) or [direct](#).

3. Please indicate (place an X in the corresponding box/es) the mode of delivery by which you offer any support programs, services, and activities, to students.

In Person	Web	Phone	E-mail	Live Chat
X	X	X	X	

4. Do you have plans to expand your learning objectives and/or modes of delivery? If so, how do you plan to expand these objectives/delivery modes? If not, why not?

No.

V: Policies and Procedures

Amarillo College's non-instructional areas consistently have procedures in place that promote student confidentiality, staff efficiency, student success, and accountability.

Each non-instructional area will respond to the Core 5 (first 5) "Policies and Procedures" questions if they are pertinent to their area. If a department has additional questions they would like to include for accountability or some other purpose, they will also include those questions on this section of the form.

1. Please explain how your area supports the security, confidentiality, and integrity of student records and maintains special security measures to protect and back up data (CR 3.9.2)

N/A

2. How do you ensure that all of your employees are aware of student complaint procedures and that the procedures are handled in a way that is in accordance with the institutional policy of complaint procedures being reasonable, fairly administered, and well-publicized (CR 3.13.3)?

N/A

3. Has your area made any departmental changes based on student complaints? If so, what changes did you make (FR 4.5)?

N/A

4. Have you addressed any local, state, audit, or federal compliance issues that have caused you to make an adjustment to your department and/or a policy change? If so, please explain.

No.

5. Have you made any changes to your department's policy or procedures over the past year that are otherwise not addressed in this review? If so, please explain.

Yes, the expansion of grant administration at AC included a new policy in the Board Policy Manual. Since the Board Policy Manual did not have a section relevant to this, a new section (H) was created and entitled *Grant Development and Administration*. Policy HA states:

"EMPLOYEE REQUIREMENT

The purpose of grant funds is to fulfill the College's strategic directions. Once a grant award has been received, the institutional priority is to follow the grant requirements, both fiscal and programmatic, and appropriately document grant activities and expenditures. All College employees involved with any grant development or any grant administration (compliance, management and account) shall follow the college's centralized process for grant development or grant administration."

6. Please explain how AC demonstrates that the chief executive officer controls the fund-raising activities (grant development). (CS 3.2.12)

N/A

7. Please how AC maintains financial control over externally funded or sponsored research and programs. (CS 3.10.4)

N/A

VI: Conclusions

1. What is the biggest issue/obstacle that your department currently faces?
Please explain the issue, point to evidence supporting why your issue is important (addressed in this document or elsewhere), explain how you would like to fix the issue, and explain any budgetary constraints.

In December 2014, the Office of Management and Budget will require all federal agencies to begin implementing new financial and programmatic grant management and compliance oversight guidance. Amarillo College will be required to implement these new guidelines for all new grant awards. Grant Administration expects that state funding agencies will change their guidelines to be streamlined with the new federal guidelines. Grant Administration will need to work across the college with several divisions and departments to implement these new guidelines. Communication will be crucial during this transition.

2. Additional Comments Pertinent to this Annual Review Evaluation (Not Required):

N/A