

PROPOSAL

Postsecondary Success Initiative for Select Community Colleges

Due no later than February 16, 2018 at 5:00 p.m.

Email completed proposal to: teena.olszewski@nau.edu

I. CONTACT INFORMATION & PROPOSAL OVERVIEW

Name of Institution: [Sample Community College](#) Funding Request: \$ [\\$88,900.00](#)

1. Designated individual for NAU GEAR UP to contact with any questions about the proposal:

Name: [Dr. Andy Anderson](#)

Title: [Vice President of Student Affairs](#)

Phone number(s): [555-555-2018](#) Email address: aanderson@samplecollege.edu

2. Designated liaison to NAU GEAR UP, post-award (progress oversight and reporting):

Name: [Patricia Parkerson](#)

Title: [Academic Advisor](#)

Phone number(s): [555-555-2019](#) Email address: pparkerson@samplecollege.edu

3. Designated contact for financial reporting:

Name: [Rene Ramirez](#)

Title: [Director of Grants and Special Projects](#)

Phone number(s): [555-555-2020](#) Email address: rramirez@samplecollege.edu

4. Designated contact for academic reporting (data sharing):

Name: [Patricia Parkerson](#)

Title: [see above](#)

Phone number(s): _____ Email address: _____

5. Domains of service addressed by proposal:

(check all that apply)

- ☒ Academic Support (e.g., tutoring, co-requisite remediation)
- ☒ Integration and Connections (e.g., mentoring, residence-based or major-based initiatives)
- ☒ Transition Activities (e.g., summer bridge programs, expanded orientations)
- ☒ Financial Support (e.g., FAFSA completion initiatives)
- ☒ Academic Advising (e.g., information on degree progress, intrusive advising)

6. Place an X in the box or boxes below, to indicate -- by domain -- the term(s) in which services will be provided:

Domain	TERM A May – Aug 2018	TERM B Sept – Dec 2018	TERM C Jan – May 2019	TERM D Jun 2019
Academic Support	X	X	X	
Integration and Connections		X	X	
Transition Activities	X			
Financial Support		X	X	
Academic Advising	X	X	X	X

II. NARRATIVE - INSTRUCTIONS

For each domain for which services are proposed under this Initiative, please provide a narrative response, on the subsequent page(s), that address each of the following:

Name of Service

Term(s) offered (A, B, C, D per above)

Description including the rationale for the service(s), whether it's a new service, expansion or enhancement of an existing service, return of a service, etc.

Target Population

- Will the service be offered to GEAR UP students exclusively or all freshmen at your institution?
- Estimate of the number of students who will be served.
- Will GEAR UP students be flagged or otherwise denoted in your student information system to facilitate implementation/delivery of the service (locating, contacting, monitoring, etc.), and if so, how?

Outreach / Marketing

- How will GEAR UP students learn of the availability of the service, encouraged/motivated and/or required to participate, engage, etc.?
- How will personnel at your institution learn of this service, and what are their roles in ensuring its success?

Primary Responsible Party

- Who will be responsible for providing/delivering the service?
- What are the qualifications of the individual(s) providing the service? How will they be retained, trained and/or supervised (as applicable)?

Evaluation - A brief description of how you will measure, evaluate, or otherwise determine the success of the service.

Concise language and brevity is encouraged. Please do not exceed two pages per domain, Calibri or Times New Roman 11 pt. font.

NARRATIVE: Academic Support (e.g. tutoring, co-requisite remediation)

Leave page blank if your institution is not proposing to provide services under this Domain. Otherwise, use this space to respond, per the Narrative Instructions.

Be sure to include the following:

- Name of Service
- Term(s) offered (A, B, C, D per above)
- Description
- Target Population
- Outreach / Marketing
- Primary Responsible Party
- Evaluation

Name of Service: Co-remediation

Terms: B and C

Description of Service:

Two co-remedial courses – one in English and one in math -- will be developed and offered in the fall and spring semesters for up to 35 students per course/semester. Each of these 100-level, 18-week courses will be designed to provide for three, 90-minute classes per week, providing 22.5 additional hours of instruction per student. Students who successfully complete the course(s) will earn three credits. Instruction will be supplemented with an in-class peer tutor who will be available an additional five hours per week at times and locations established to maximize participation, and that are communicated to all students enrolled in the course(s).

Target Population:

These courses, not currently offered by Sample Community College, aim to support GEAR UP students' whose English and/or math ACCUPLACER scores are one to two levels below the entry-level requirement for credit-bearing courses, for purposes of receiving remediation simultaneous with credit-bearing instruction.

Outreach:

2018 graduates from GEAR UP High School(s) will be flagged in Sample Community College's student information system (based on high school graduation date of December 2017-May 2018). All freshman academic advisors will be apprised of these courses and of the students targeted (eligible) for enrollment in them. During the fall enrollment process, Academic Advisors will inform students (based on GEAR UP flag and ACCUPLACER score) about the co-remedial course(s), and encourage their enrollment. Eligible students will also receive communication regarding the availability of the course(s) via email, student portal alerts, and text messages.

Primary Responsible Party:

Math Department Faculty and English Department Faculty will be responsible for instruction. The VP of Academic Affairs, Dr. Chips, will form working groups (one for English, one for math) to develop the program model and the curriculum prior to the start of the fall 2018 term. The VP of Student Affairs, Dr. Anderson, will work with the Academic Advisors to develop the advising plan to ensure all eligible students are apprised of the opportunity. Math tutors will be hired by the Math Boot Camp Coordinator in summer 2018 and will be supervised by the course instructor. English tutors will be hired and supervised by the English Department Chair, Dr. Henry Higgins.

Evaluation: Sample Community College expects a material increase in the freshman retention rate over the prior year, as a result of more students earning college credit from the co-remedial courses, and motivated to continue their studies based on that success.

NARRATIVE: Integration and Connections (e.g., mentoring, residence-based or major-based initiatives)

Leave page blank if your institution is not proposing to provide services under this Domain. Otherwise, use this space to respond, per the Narrative Instructions.

Be sure to include the following:

- Name of Service
- Term(s) offered (A, B, C, D per above)
- Description
- Target Population
- Outreach / Marketing
- Primary Responsible Party
- Evaluation

Name of Service: Peer Mentoring

Terms: B and C

Description of Service:

Two part-time peer mentors will be hired to meet one-on-one with students at least once per semester to assist and encourage students with making meaningful connections to student groups, academic supports, academic advisors, career resources, and other resources on campus.

Target Population:

All students from GEAR UP High Schools, graduating class of 2018, as flagged in our Student Information System (estimated to be 175 total students).

Outreach:

Each peer mentor will be assigned half of the GEAR UP students in a case-management approach. This will promote accountability and, more importantly, help create better connections between the mentors and their assigned GEAR UP students. Each peer mentor will make contact with every student in their 'caseload' in an attempt to schedule a face-to-face meeting. Contact will be made via phone, email, and text. Three outreach contacts per semester to attempt a face-to-face meeting will be required.

Primary Responsible Party:

An Academic Advisor will be designated to supervise the two peer mentors. The Academic Advisor will work with TRiO Student Support Services staff to recruit, select, and train these two mentors, alongside other TRiO mentors, as part of their existing mentoring program.

Evaluation:

A brief survey will be administered, via survey monkey, to GEAR UP students at the end of the 2018-19 academic year. The survey will solicit students' perceptions of how connected they feel to campus and of the support they received from their peer mentor.

NARRATIVE: Transition Activities (e.g. summer bridge programs, expanded orientations)

Leave page blank if your institution is not proposing to provide services under this Domain. Otherwise, use this space to respond, per the Narrative Instructions.

Be sure to include the following:

- Name of Service
- Term(s) offered (A, B, C, D per above)
- Description
- Target Population
- Outreach / Marketing
- Primary Responsible Party
- Evaluation

Name of Service: Math Boot Camp

Term: A

Description of Service:

Sample Community College currently offers a one-week (M-F), non-residential Math Boot Camp program each summer at no cost for up to 25 incoming first generation or low income students through our TRiO Upward Bound Math and Science grant. The Camp includes four hours of math instruction and one hour of peer-led study skills, time management, and academic planning skills workshops/activities, each day of the 5 day program. The Camp intends to prepare incoming freshmen with the necessary “boost of instruction” to test into a credit-bearing math course. This proposal is to provide a second week of the program to an additional 25 students.

Target Population:

Math Boot Camp is already offered at Sample Community College at no cost to up to 25 low income or first generation-college bound students who score one to two levels below on the math portion of the ACCUPLACER test. This program session would continue to be open to incoming freshmen in summer 2018 (which may include GEAR UP students). This proposal is aimed at adding a second week of the program in summer 2018 that will be reserved exclusively for GEAR UP students.

Outreach:

Eligible students who score between 40 and 62 on the ACCUPLACER College Level Mathematics Proficiency Test are advised to participate in the boot camp by their Academic Advisors. These students are also notified about the boot camp via email, which explains the benefits of participation, including the average increase in scores that participants typically acquire (and how that allows for placement in credit-bearing math in fall term). These existing recruitment efforts will be supplemented by the peer tutor whose responsibilities will include recruitment of GEAR UP students (make phone calls, send text messages, etc.) prior to the program, and then academic support throughout the actual five days of the “GEAR UP only” boot camp.

Primary Responsible Party:

The current Math Boot Camp Coordinator, Dr. Amy Fowler, will be responsible for the coordination of the program including identifying students, informing Academic Advisors about the expansion of the program, hiring/supervising the peer math tutor, etc. An Adjunct Faculty member from the Math Department will provide the academic instruction for both weeks of the program. A peer math tutor will be hired for the duration of the program, and will be retained to serve as the math tutor for the academic year (for co-remedial course).

Evaluation:

Students are given the math portion of the ACCUPLACER test on the last day of the program. The measure of success for this initiative will be seen in an increase in the number of students scoring above 62, indicating readiness for a credit-bearing course.

NARRATIVE: Financial Support (e.g. FAFSA completion initiatives)

Leave page blank if your institution is not proposing to provide services under this Domain. Otherwise, use this space to respond, per the Narrative Instructions.

Be sure to include the following:

- Name of Service
- Term(s) offered (A, B, C, D per above)
- Description
- Target Population
- Outreach / Marketing
- Primary Responsible Party
- Evaluation

Name of Service: FAFSA Texting Campaign

Term: B

Description of Service:

The Financial Aid Office at Sample Community College, in collaboration with GEAR UP, will implement a FAFSA completion campaign to remind students to file the FAFSA in the fall of 2018 (for 2019-20 cycle).

Target Population:

All GEAR UP students flagged in Sample Community College's student information system who are enrolled in txtGU; approximately 100 students (estimated).

Outreach/Marketing:

Only students enrolled in txtGU will be sent text messages. During the months of August and September, Peer Mentors will encourage students who are not enrolled, to do so.

Primary Responsible Party:

Financial Aid Advisor, Rich Lee, will provide content for text messages to AZ GEAR UP staff, who will send the messages. Rich Lee will also be responsible for keeping the Financial Aid Office team informed of the messages that are sent to students so that the Office is prepared to answer questions from students that arise from text messages. Students will be directed to the Financial Aid Advisors for additional questions/support.

Evaluation:

FAFSA completion data by GEAR UP students enrolled in the texting program will be compared to FAFSA completion data of other freshmen at Sample College. The Financial Aid Office at Sample Community College will provide data to NAU GEAR UP by May 2019.

NARRATIVE: Academic Advising (information on degree progress, intrusive advising)

Leave page blank if your institution is not proposing to provide services under this Domain. Otherwise, use this space to respond, per the Narrative Instructions.

Be sure to include the following:

- Name of Service
- Term(s) offered (A, B, C, D per above)
- Description
- Target Population
- Outreach / Marketing
- Primary Responsible Party
- Evaluation

Name of Service: Academic Advising – Expanded and Enhanced

Terms: A-D

Description of Service:

A new full-time Academic Advisor position will be established and filled, with 50% of time and effort allocated to advising GEAR UP students, supervising the Peer Mentors, and serving as the Advisor liaison for the Math Boot Camp. The Advisor will help each student understand the course progression necessary for his or her major and postsecondary pathway (certificate, AA or transfer). Charged additionally with regularly monitoring students' academic performance using the College's Data Dashboard and other available data, this Advisor will institute a proactive ('intrusive') approach to advising that aims to address problems or barriers which may be affecting students' academic success. The advisor will serve as liaison to the financial aid office for the GEAR UP students, contacting Financial Aid to monitor students' progress and encouraging completion of necessary steps for securing financial aid for sophomore year (e.g., complete the FAFSA, accept awards, etc.). The other 50% of the position (paid by the College), is allocated to expectations of the Advisor, less-directly attributed to the 'GEAR UP intervention.' Sample Community College intends to fund this position 100% after the grant term ends.

Target Population:

All GEAR UP students flagged in Sample Community Colleges' student information system, approximately 175 students (estimated).

Outreach/marketing:

First-time freshmen from the graduating class of 2018 from GEAR UP High Schools (flagged as GEAR UP students in our system) will be assigned to this Academic Advisor. Students will be informed of their Advisor and provided information at enrollment on how to contact him/her.

Primary Responsible Party:

The VP of Student Services will hire and supervise the Academic Advisor, following all requirements of the College related to securing a qualified candidate. Experience working with first-generation students/underserved populations will be added to the preferred qualifications.

Evaluation:

Freshman retention rates will be examined as one indicator of the impact this proactive/intrusive advising model, supplemented by peer mentoring, might have in helping students succeed.

III. DATA SHARING DESCRIPTION

The Evaluation Plan approved by the US Department of Education for the Arizona GEAR UP 2012-19 grant requires the following data:

- Course titles for any developmental (remedial) courses in English and math taken by GEAR UP students and comparison students
- Grades earned by GEAR UP students and comparison students in developmental (remedial) courses including withdrawals and incompletes (grades may be pass/fail)
- GEAR UP students' and comparison students' end of freshman year GPA based on a four-point scale

Minimally the expectation is de-identified student-level data for GEAR UP students and aggregate level data for comparison students.

NOTE: Your institution's qualification for award, as a subgrantee, allows NAU to include language in the Partner Agreement to meet the requirements of 34 CFR 99.31(a)(6)(i), allowing for the release of specified identified student level academic information to NAU/AZ GEAR UP under the **exception** outlined in 34 CFR § 99.31 (which provides that schools can disclose, without consent, students' education records to authorized representatives for purposes of evaluating a federally-funded program, as long as the partner agreement ensures specific data security requirements are met).

Please prepare your institution's plan for sharing data in collaboration with Dr. Thomas Fetsco, 602-728-9529, Thomas.fetsco@nau.edu, and describe that plan in the space below.

As discussed with Dr. Fetsco on January 9, 2018, the Sample Community College (SCC) Director of Research & Evaluation will provide the required data for GEAR UP students (2018 graduates from GEAR UP High Schools), at the identified, student level, provided that the Subaward Agreement includes the following language: "NAU will ensure to the greatest extent practicable that it will use the PII only for the authorized purpose; that it will protect the PII from further unauthorized disclosure or other uses; and will destroy the PII when no longer needed for the authorized purpose in accordance with any specified time period set forth in the agreement." If the agreement does not include this language, SCC will provide the required data at the student level, but with all identifying information removed. Comparison student data will be provided at the de-identified student-level, according to the specifications Dr. Fetsco provided.

IV. BUDGET

[Please reference GEAR UP Fiscal Guidance]

In the table below, enter the name of your institution and the total amount of GEAR UP funds requested (not to exceed the maximum allowed, per RFP guidelines).

By domain, enter a shorthand description of the cost-bearing service / strategy, the resources required / cost components, and the estimated cost / \$ requested.

Additionally, describe how the costs associated with each service were determined. If necessary, attach additional pages to explain / document how estimated GEAR UP costs were determined (e.g., copies of quotes, job descriptions, cost estimates from vendors, etc.).

AZ GEAR UP
Postsecondary Success Initiative for Select Community Colleges
May 1, 2018 through June 30, 2019

Institution: Sample Community College **Funds Requested:** \$88,900

DOMAIN	BRIEF DESCRIPTION OF SERVICE / STRATEGY(IES)	RESOURCE(S) REQUIRED / DIRECT COST COMPONENT(S)	EST. COST / REQUESTED
Academic Support	• Co-remediation courses (2 math, 2 English and tutors)	• Work Group members payroll • Faculty supplemental payroll • Tutors payroll	+\$3,750 +\$6,750 +\$10,200
SUBTOTAL ACADEMIC SUPPORT			=\$21,250
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component. Co-remediation – Work group comprised of 5 people (4 instructors, 1 Academic Advisor) x \$25.00 per hour x 24 hours (3 days) of work = \$3,000 + \$750 benefits (25%) = \$3,750. Supplemental pay for faculty time = \$60.00 per hour for an additional 22.5 hours per semester = \$1,350 x 4 courses = \$5,400 + \$1,350 benefits (25%) = \$6,750. Two Tutors - \$12.00 per hour x 10 hours per week x 36 weeks (each tutor) = \$8,600 + \$2,150 benefits (25%) = \$10,750. Total cost = \$21,250.			
Integration & Connections	• Peer Mentoring	• Peer Mentors payroll • Supplies	+\$19,000 +\$750
SUBTOTAL INTEGRATION & CONNECTIONS			=\$19,750
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component. Two Peer Mentors at \$10.50 per hour x 20 hours per week x 36 weeks = \$15,200 + \$3,800 benefits (25%) = \$19,000. Printing supplies (toner, paper), postage, postcards, office supplies = \$750. Total cost = \$19,750 (Note: Supervisor salary is included in Academic Advisor position below)			
Transition Activities	• Math Boot Camp	• Faculty salary • Coordinator salary • Tutor salary • Curriculum materials	+\$1,250 +\$1,000 +\$550 +\$1,000
SUBTOTAL TRANSITION ACTIVITIES			=\$3,800
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component. Math Boot Camp – additional time by Faculty - \$1,000 per week (standard stipend) + \$250 benefits (25%) = \$1,250, Program Coordinator - \$800 (\$20.00 per hour x 40 extra hours) + \$200 benefits (25%) = 1,000, Tutor salary calculated at \$10.50 per hour for 40 hours = \$420 + \$130 benefits (25%) = \$550, Cost of curriculum materials \$1,000, Total cost = \$3,800.			
Financial Support	• FAFSA texting campaign	• No funds being requested	+\$0
SUBTOTAL FINANCIAL SUPPORT			=\$0
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component.			

Academic Advising	• Academic Advisor	• Full-Time Academic Advisor to dedicate 50% of time to GEAR UP students and services	+\$37,500
SUBTOTAL ACADEMIC ADVISING			=\$37,500
<p>Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component.</p> <p>Full-time Academic Advisor Salary = \$60,000 + \$15,000 benefits (25%) = \$75,000 x 50% of the time spent on GEAR UP students and services. Total cost = \$37,500.</p>			
TOTAL DIRECT COSTS (ALL DOMAINS)			+\$82,300
INDIRECT COSTS AT 8% of MTDC (or less than 8% if your institution's approved IDC rate < 8%, \$0 if waived)			+\$6,600
TOTAL COSTS (not to exceed the Maximum Funding for your institution)			=\$88,900