



Greetings Colleagues!

The Title III Rollout is scheduled for May 15, 2017. Please note the change regarding the submission due date for Title III proposals. Proposals should be submitted to the Title III Office by June 15, 2017 in order to be reviewed for consideration. Moreover, if needed, please contact Ms. Danyell Barnes if you have inquiries or if you would like to have a preliminary discussion prior beginning your proposals. Ms. Barnes may be reached at 478-827-3232 or at [barnesd@fvsu.edu](mailto:barnesd@fvsu.edu). Thank you.

### **2017-2022 TITLE III ROLLOUT**

Although the U.S. Department of Education has not released its application for grants under the Title III, Part B Historically Black Colleges and Universities Program for a new five-year cycle from 2017-2022, the Fort Valley State University (FVSU) Title III Administration Office plans to hold a rollout orientation meeting on May 15, 2017 at 10:00 a.m. in the C.W. Pettigrew Center. All existing activity directors, or designee(s), key personnel as-well-as faculty and staff members interested in submitting a new proposal must attend. Please note the new cycle is not a continuation of existing activities ending on September 30, 2017.

### **PROPOSAL PREPARATION**

In preparation for the rollout, this communication serves as the request for proposal (RFP) to help you get started. The due date for submission to the FVSU Title III Administration Office is June 15, 2017.

All projects must explicitly state their alignment with the 2015-2020 Strategic Plan, must exhibit a commitment to excellence and they must be:

- Revolutionary in their approach to improving student retention and success by “disrupting,” and “altering” our current practices, especially student engagement
- Collaborative in a way that breaks down on-campus silos in a way that student services provided are seamless. Therefore, please prepare to collaborate and merge ideas with your colleagues to form innovative program ideas.
- Focused on one of the following areas of university need:
  - Enrollment Management and Student Engagement
  - Career and Professional Service
  - Faculty and Staff Development
  - Technology Improvements
  - Research and Enrichment
  - Institutional Effectiveness and Sustainability

- Aligned with one of the following four focus areas as identified by the U.S. Department of Education. Title III-Part B of the Higher Education Act of 1965, as amended, authorizes the grant awards received by grantees be used to strengthen institutions in the areas of Academic Quality, Student Services and Outcomes, Fiscal Stability and the quality of Institutional Management. A description of each of the evaluated focus area follows:
  - 1) **Academic Quality** - Train and develop faculty, develop curriculum, improve developmental or basic skills courses, develop academic program(s), retain and recruit faculty, increase diversity of faculty, improve average education level of faculty, change the ratio of adjunct to full time professors, change the ratio of non-academic staff to academic staff, change the ratio of the number of students to faculty, improve class size, acquire specialized accreditation, acquire teaching or research laboratory equipment (institutional or joint shared use), acquire library materials (institutional or joint shared use)
  - 2) **Student Services and Outcomes**
    - a. *Student services*: Counseling (peer, career, personal), tutoring and mentoring (peer, staff, faculty), student facilities (general use computer labs, study centers, tutoring centers), create and support learning communities, improve student services (i.e. financial aid distribution process, registration), improve library services (extended hours, tutoring)
    - b. *Student Outcomes*: Graduation rate, retention, persistence (i.e., fall-to-fall, basic skills to for-credit courses), increased academic achievement, happy leavers, increased number of students entering higher degree programs
  - 3) **Fiscal Stability** - Establish development office, train development staff, strengthen alumni relations, establish donor database, build capacity to attract external support, build and manage endowment, increase tuition dollars from enrollment, increase research dollars
  - 4) **Institutional Management** - Create and maintain management information system(s), develop, integrate and update database(s), staff and train an institutional research office, train and develop staff (other than teaching faculty), Library facilities (construction, renovation), improved institutional management (faculty and staff personnel management, community affairs, outreach office, recruiting), construction and renovation (classrooms, teaching labs), infrastructure for the internet

We will limit the number of proposals between 5-8 to ensure efficient administrative oversight and to maximize the potential return on investment of Title III funds. Strong emphasis will be on propensity of the principle investigator to manage the project from implementation to reporting. Your proposal must use Times New Roman, 12 pt. font, one-inch margins around the document, not exceed 10 pages and include the following information:

- Abstract (one page)
- Activity Narrative (four pages) to include:
  - Problem Statement
  - Goal Statement
  - Statement of Significance
  - Contextual framework

- Basic methodology to include measurable objectives and performance indicators, implementation strategies and timetables
  - Activity Budget
- Completion of attached forms (completed forms should not exceed two pages)
  - Individual Activity Budget
  - Individual Budget Narrative
  - Implementation Strategies and Timetable
  - Activity Objective and Performance Indicators
- Curriculum vitae of key personnel and position descriptions (to be included in Appendix)

Due to the limitation of funding, you are highly encouraged to collaborate to create new activities. Moreover, we advise you to limit the number of objectives to one with reasonable and allowable implementation strategies.

### **GET STARTED NOW**

Before beginning your proposal, you must also consider the following legislative allowable activities extracted directly from the legislation:

- 1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;
- 2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
- 3) Support of faculty exchanges, faculty development and faculty fellowships to assist these faculty members in attaining advanced degrees in their fields of instruction;
- 4) Academic instruction in disciplines in which Black Americans are underrepresented;
- 5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
- 6) Tutoring, counseling, and student service programs designed to improve academic success;
- 7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management;
- 8) Joint use of facilities, such as laboratories and libraries;
- 9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;
- 10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of the program, preparation for teacher certification;
- 11) Establishing community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education;
- 12) Establishing or improving an endowment fund;
- 13) Acquisition of real property in connection with construction, renovation, or addition to or improvement of campus facilities;
- 14) Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs;
- 15) Services necessary for the implementation of projects or activities that are described in the grant application and that are approved,

in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose.

In order to ensure that you adhere to all due dates, it is important that you initiate the proposal writing process now. This will ensure your idea(s) are outlined in a presentable format for sharing with your colleagues as you identify ways to merge your ideas in this collaborative effort. The final collaborative project must be submitted by the close of business on June 5, 2017. For more information, please contact [Danyell Barnes](#), Interim Title III Director, at (478) 827-3232.

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