

## Texas Higher Education Coordinating Board

### Carl D. Perkins Grants for Program Year 2006-2007

#### Application Cover Page

**Project Title:** Online Student Support at Every College

**Category:** 15 State Leadership Recruitment and Retention **Classification:** Continuation **Application Number:** 7067

<p><b>Applicant Institution:</b></p> <p>Name: South Plains College  FICE Code: 003611  Mailing Address: 1401 College Avenue  City, State, Zip: Levelland, TX, 79336</p>		<p><b>Budget Request:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Salaries and Fringe Benefits</td> <td style="text-align: right;">\$ 9,050</td> </tr> <tr> <td>Travel (Staff Only)</td> <td style="text-align: right;">\$ 5,700</td> </tr> <tr> <td>Capital Outlay/Equipment</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>Consultant Fees</td> <td style="text-align: right;">\$ 8,800</td> </tr> <tr> <td>Subgrants and Subcontracts</td> <td style="text-align: right;">\$ 32,000</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">\$ 39,450</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td>Subtotal - Direct Administration</td> <td style="text-align: right;">\$ 95,000 \$ 4,700</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td><b>Total Grant Request</b></td> <td style="text-align: right;"><b>\$ 99,700</b></td> </tr> </table>	Salaries and Fringe Benefits	\$ 9,050	Travel (Staff Only)	\$ 5,700	Capital Outlay/Equipment	\$ 0	Consultant Fees	\$ 8,800	Subgrants and Subcontracts	\$ 32,000	Miscellaneous	\$ 39,450			Subtotal - Direct Administration	\$ 95,000 \$ 4,700			<b>Total Grant Request</b>	<b>\$ 99,700</b>
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<p><b>Project Director:</b></p> <p>Name: Dr. Stephanie Jones  Phone: (806) 894-9611, ext. 2243  Fax: (806) 897-3088  E-mail: sjones@southplainscollege.edu</p>	<p><b>Contact Person:</b>  <i>Perkins Contact where applicable</i></p> <p>Name: Rob Blair  Phone: (806) 894-9611, ext. 2336  Fax: (806) 897-2731  E-mail: rblair@southplainscollege.edu</p>																					

We hereby certify that the information contained in this application is, to the best of our knowledge, correct and that the institution named above has authorized us as its representatives to obligate this institution. We further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, applications guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Certifications, Drug-Free Workplace requirements, Special Provisions and Assurances, and the schedules as applicable. It is understood that this application constitutes an offer and, if accepted by the Coordinating Board or renegotiated to acceptance, will form a binding agreement.

Name/Title of Chancellor/President/CEO from Applicant Institution	Signature	Date
Dr. Kelvin Sharp, President		
Name/Title of Chief Financial Officer	Signature	Date
Tony Riley, Vice President for Finance and Administration		
Name/Title of Contact Person (Perkins Contact where applicable)	Signature	Date
Rob Blair, Dean of Technical Education, Perkins Contact		

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part A - Project Summary**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Please provide a description of the overall approach or methodology of the project:**

In order to compete in the workforce and to assure their ability to complete technical programs and to continue into bachelor degree programs, community college students who learn online must be able to access the information and support required for success at the same or even a greater level as on-campus counterparts. During its third and final year, the project will complete the vision of providing a comprehensive resource for colleges seeking to provide services at a distance to their technical students.

Coordinating planning activities between a statewide advisory group with extensive experience in delivering online services and the Texas Leadership Consortium, this project will provide a variety of models for excellence in student support. Through professional development and collaborative demonstration projects, the grant will establish a variety of sustainable student support initiatives for distance learning students.

Focus areas for the third year will include support for online tutoring, counseling, accessibility, and student activities.

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part B - Project Scope**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Describe how you will address the goals/objectives established in the RFQ:**

On-Line Student Support @ Every College will directly address the goals as specified in the RFQ as 2a,b,d,h,& j; 3d&e; 4e&f; and 5a,c,d,& e.

Specifically, the grant will:

Goal 2. Increase Opportunities for Student Success in technical programs through curriculum innovation and non-traditional delivery systems by: a.) Developing partnerships between institutions for the delivery of programs.

The project will coordinate with college contract education areas to recruit participants and schedule training for support services personnel and online faculty. Through partnerships and its advisory committee, the project will integrate the planning and insights of multiple institutions into its curriculum.

Goal 2. Increase Opportunities for Student Success in Programs through curriculum innovation and non-traditional delivery systems by: b.) Developing model programs that will increase completion rates for minority populations.

Participation and success rates for minority populations, particularly Hispanic and African-American, are lower than Anglo students in distance education. Support services models will offer options for mentoring, tutoring, and other services to increase minority technical student involvement and retention.

Goal 2. Increase Opportunities for Student Success in Programs through curriculum innovation and non-traditional delivery systems by d) Increasing and improving quality partnerships with senior institutions.

The project will partner with the Northeast Texas Consortium of Colleges and Universities to pilot a number of its workshops and for management consulting services related to the grant. The Consortium is based at the UT Health Center at Tyler and includes nine two-year colleges and six upper division institutions. Costs for any four-year college participants in any workshops will be covered by the consortium. In addition to the UT Health Center participants, the other institutions include Sam Houston State University, Stephen F. Austin State University, Texas A&M University at Commerce, Texas A&M University at Texarkana, and the University of Texas at Tyler.

The project will also partner with the North Texas Consortium of Community Colleges, based at

the University of North Texas, to continue the development of a program related to secure online counseling services.

Goal 2. Increase Opportunities for Student Success in Programs through curriculum innovation and non-traditional delivery systems by: g.) Creating partnerships for developing, identifying, and implementing centers of excellence.

In conjunction with the Texas Center for Educational Technology and the Texas Rural Community College Network, the project partners will highlight best practices from a number of Texas colleges. Identified through the advisory committees, literature reviews, and nomination, featured programs will be recognized on the project website, through workshops, and in project online publications.

Goal 2. Increase Opportunities for Student Success in Programs through Professional Development by: h.) Providing for the continual training of faculty and staff in the techniques for using advisory committees, curriculum development, distance education, use of on-line WECM resources, and electronic program submission

The online courses and onsite workshops of the project are focused on enabling student support personnel and instructors to master the supporting elements of distance education. Outcomes for the courses include the capacity to develop online services as well as the mastery of the software and hardware tools needed to put services in place. Faculty can participate in the online segments during their regular work activities. The workshops will be provided throughout the year and spread throughout the state.

Goal 2. Increase Opportunities for Student Success in Programs through Professional Development by: j.) Developing and promoting a model to assist colleges in providing short-term, work-based learning experiences for faculty.

The project will provide online professional development for support services administrators and staff in addition to programming for faculty. The project will also encourage participation in non-traditional training opportunities from other members in the Texas Collaborative. Colleges will be encouraged to integrate this project's newly constructed courses into their local professional development structure as part of their ongoing professional development institutional plan.

Goal 3. Increase student achievement of industry-recognized skills by: d.) Providing for the on-line electronic support of WECM courses to enable faculty to quickly respond to changing needs in business and industry.

The availability of student support services in an on-line format will enable courses and programs to be deployed with greater speed and over a broader area. Retention-oriented services, such as orientation, mentoring, and tutoring, will improve success rates, reduce the number of non-completers and foster a culture of transfer.

Goal 3. Increase student achievement of industry-recognized skills by: e.) Providing professional development for faculty in innovative teaching techniques, teaching for multiple intelligences, and utilizing real-world applications in the classroom, teaching externships, and other skills, by:

Training participants will learn to use Internet, online meeting software, interactive video, telephone, and other resources for both distance and their traditional students. Training and orientation activities will deal with the online assessment of multiple learning styles and how to accommodate multiple learning styles through the tutoring process. As noted, the project will

work closely with other Perkins projects, including the Texas Leadership Consortium.

Goal 4. Increase Student Completion Rates by: e.) Developing, identifying, and promoting systems of support for all student populations including electronic media and student mentoring programs.

The best practices website and workshops, along with specialized training in specific support services area, will directly address this measure. Collaborative demonstration projects, particularly those for online tutoring support also directly impact student completion.

Goal 4. Increase Student Completion Rates by: f.) Coordinating the development of, and increased access to, GED, Developmental Education, ESL, and other critical programs.

Orientation services for online students will be explored by the project's advisory group to identify ways for improving access to developmental support, tutoring services, and diagnostic activities.

Goal 5. Develop Non-Traditional Alternatives for Delivery and Services by: a.) Developing and disseminating innovative teaching strategies.

The most visible aspect of the project is to develop and disseminate strategies for supporting online programs. In addition, the project will provide a forum for colleges statewide to explore and discuss the elements of excellence in online instruction and support. In particular, the project will continue and upgrade curricula which could include: Assessing Online Student Service Needs," "Tutoring at a Distance," "Online Counseling Services," "ADA and the Distance Learner," "Starting the Internet Student Right," "Building a Technical Skills Placement Assessment," "Integrating Community Resources for Online Support," "Managing the Online Tutoring Process," "Implementing the Texas Online College Application," "Advising Online Students," "Developing Online Student Activities," "Career Counseling for the Remote Student," and more.

Goal 5. Develop Non-Traditional Alternatives for Delivery and Services by: c.) exploring, developing, implementing, and evaluating alternative methods for providing professional development.

An online monograph will also be updated throughout the project to be used in conjunction with training as available. The monograph provides a foundation of excellence for the training activities during the grant's final year. In order to assure the sustainability of the monograph following the grants completion, a [wiki](#) will be established within each section for future additions by student support practitioners.

Goal 5. Develop Non-Traditional Alternatives for Delivery and Services by: d.) Sharing successful project results, teaching methodologies, and curricula to minimize replication of efforts and achieve the greatest amount of dissemination.

Six or more colleges will be invited to partner with or be represented on the advisory committee for the project. Partnerships with the Texas Leadership Consortia, the Junior & Community College Student Personnel Association of Texas (J/CCSPT)the Virtual College of Texas, the Northeast Texas Consortium of Colleges and Universities, the North Texas Community College Consortium and others will provide outlets for distributing the information and products derived from the project.

Workshop presentations will be provided within a two hour radius of all requesting colleges on

any of the practices dealt with by the project. The "Best Practices" website will also serve as a dissemination point and will also be accessed from the websites for the Texas Leadership Consortium for Recruitment and Retention, the VCT, the Northeast Texas Consortium of Colleges and Universities, and the Texas Center for Educational Technology.

Goal 5. Develop Non-Traditional Alternatives for Delivery and Services by: e.) Developing a model for on-line student services.

The project team and advisory group will update the information on best practices through the project website, training, and an on-line monograph for

a. orientation; b. advisement; c. financial aid; d. library access; e. tutoring; f. student activities; g. career planning; h. health support; and i. testing and add components for j. secure counseling; k. Internet civility; l. orientations; m. technical skills assessments; meeting ADA requirements; eMentoring; and more.

Elements from the best practices will be used by multiple project participant colleges to model excellence in student service offerings for online students in technology related programs.

**Please clearly identify the deliverables of this project that will be used to disseminate the results statewide and provide a brief description of how that should occur:**

This year's project will concentrate on tangible products from online student support collaboration, including:

**1) Online Peer Tutoring.** Two collaborative demonstration projects of online tutoring for technical students will be implemented using commercial tutor management software. One collaborative will be based within the Northeast Texas Consortium of Colleges with a second built by South Plains College, Coastal Bend College and other interested participants. The implementation model will allow the colleges to share a single application of the software while obtaining individual college tracking and costs information. The potential for sharing tutors among the schools will also be considered. Based upon the outcomes, a mid-year allocation may be sought to enable statewide application.

**2) Tutor Training.** With the completion of the *Tutors Workshop* modules, programs will be offered to ensure colleges have the necessary information and tools to take full advantage of the nine modules and support components.

**3) Online Meeting Software.** Online meeting software acquired during 2005/06 will be fully implemented to allow multiple colleges to use it for professional development, staff meetings, and student consultations.

**4) Best Practices Training & Publications.** Continuing with the development of "best practices" demonstrations and websites, this year will concentrate on some of the most challenging aspects of online student support with the majority of colleges in the state involved in one or more of the resulting workshops.

**5) Digital Field Trips.** Workshops on digital field trips will be held in at least two other regions of the state, allowing at least 10 additional colleges to have the option to access the project

equipment for their own activities.

**6) Additional Professional Development.** The project will continue the development and delivery of a number of project modules as requested by the Leadership Consortium and participating colleges. Other areas of focus could include topics such as: 1) Assessing Online Student Service Needs; 2) Advising Online Students; 3) Online Library Skills; 4) Meeting the Special Needs of Distance Learners; 5) Student Life on the Internet; or 6) Building an Online Student Union.

**6) Impact Analysis from Schools.** An impact analysis identifying the effect of the project upon Texas colleges and students will be provided.

The project will be coordinated by South Plains College in partnership with the Northeast Texas Consortium of Colleges & Universities, serving nine two-year colleges in the region and Coastal Bend College.

The project will continue its coordination with the Virtual College of Texas, the Texas Rural Community College Network, the Counselors Network, and J/CCSPAT, the Junior and Community College Student Personnel Association of Texas.

**Provide a brief budget justification (for example: be specific if funds will be shared with partnering colleges):**

Within its first two years, the impact of On-Line Student Support @ Every College has been felt by every college in the state. Through multi-college collaboration and the deployment of multiple products, the final year's deployment will set the stage for a sustainable increase of online student completers. Specifically, the budget for the project can be divided into four areas: 1. Online applications and website development. 2. Workshops and online training. 3. Project planning team and staff support. 4. Project impact assessment.

Responsibility for the four areas will be shared by South Plains College and the identified project partners.

1) Online applications and Website development. The project will fund the demonstration of online student support applications through the acquisition and implementation of two or more software packages for student services support.

Packages will be chosen to enable their use for demonstration purposes from the project website by any college in the state. Final packages will be proposed by the advisory committee and approved by the Consortium. Options may include applications for online tutoring, career counseling, online meeting/advisement management. The current budget is based upon \$10,000 for SmartThinking tutoring software and \$6000 for Help Desk/Call Center Demonstration Software. Funding for the AskOnline Tutoring Software \$10,000 will be picked up by the Northeast Texas Consortium with plans for placing it into their local budget following the grant term.

Web development services will be provided as a part of the contract to the Northeast Texas Consortium, which will host and improve the project sites, integrate applications, and coordinate the expansion of the project's online Monograph. Approximately \$4,000 is included for web

development and \$1,800 for Monograph content development.

2) Workshops and Online Training. Funds from this year's program are projected to support at least 500 student support and distance learning staff through multiple local, web-based, and statewide workshops at a cost of less than \$50 per person. Workshops will be led by personnel from South Plains, Coastal Bend, the Northeast Texas Consortium staff, and by trainers contracted from throughout the state with a total expenditure of approximately \$14,000.

Courses will be funded as contract training based upon the model developed for the 'Internet Teachers' project. Colleges and teachers will be recruited to originate the courses and will contract with the project for their delivery. \$9,000 are allocated.

Expenditures are included to support student and faculty focus group participants among the participant colleges of the Texas Rural Community College Network. The focus groups will focus upon the greatest continuing needs of the smaller, remote institutions. Up to \$1,500 is included in each of the project partners' budgets.

3) Project planning team and staff support. The project planning team and staff will include a project director at South Plains College and a project coordinator at the contracted partner institutions. An instructional designer at the Northeast Texas Consortium, logistical support, materials, and communication tools are also included in the funds. Total Funds \$42,800

4) Project impact assessment. Based upon recommendations from the Texas Leadership Consortium, an individual or group will be acquired by the project work in conjunction with the Texas Leadership Consortium team to collect, review, and evaluate data demonstrating the impact of the project's three years of activity. Funds: \$2,500.

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part C - Goals, Objectives, Activities, Results and Timelines**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Describe activities, results and timelines for the project under each required goal and objective and any additional goals and objectives as appropriate.**

<b>Goal: 1.</b> Identify and highlight a variety of Student Service categories and supporting activities viable for the distance environment.	
<b>Objectives/Activities</b>	<b>Timeline Planned</b>
1.1. Based upon priorities established with the Texas Leadership Consortium, identify participants in and convene the statewide advisory group for conceptualizing viable activities to support student services in areas such as: a. tutoring; b. advisement; c. counseling; d. student government; e. student activities; f. e-mentoring; f. technology assessment and support; and more.	9/1/2006 - 10/1/2006
1.2. Conduct faculty, staff, and/or student focus groups with a variety of rural or underserved colleges to identify concerns and needs of the distance learner that could be alleviated through student services support.	9/1/2006 - 8/31/2007
1.3. Add to the overview of research and the literature review for the online monograph, <i>Support Services for Online Students</i> .	9/1/2006 - 8/31/2007
1.4. Create a list of training workshops and short online courses that colleges will be able to access during the grant period.	9/1/2006 - 5/31/2007

<b>Goal: 2.</b> Create and disseminate a collection of best practices for providing support services to distance students, with a focus on successful implementations at campuses with underserved and rural student populations.	
<b>Objectives/Activities</b>	<b>Timeline Planned</b>
2.1. Identify best practices used within Texas and other colleges for online services for students, adding to the current areas with potential areas such as: a. tutoring; b. counseling; c. student health; d. student government; e. student activities; f. e-mentoring; g. technology assessment and support; and more.	9/1/2006 - 8/31/2007
2.2. Expand the project website with links to selected best practices in each of the identified areas from the project.	9/1/2006 - 8/31/2007

2.3. Add to and present a <i>Best Practices</i> workshop at multiple locations dealing with Student Services for Online Students.	9/1/2006 - 8/31/2007
2.4. Continue and improve a model website for online student services in conjunction with the project partner distance learning websites.	9/1/2006 - 8/31/2007
2.5. Initiate Wiki's to accompany each of the best practices segments of the project website and online monograph, enabling student support personnel to add directly to the collection of best practices.	9/1/2006 - 10/31/2006

<b>Goal: 3.</b> Model innovative and unique student service activities for distance learners.	
<b>Objectives/Activities</b>	<b>Timeline Planned</b>
3.1. Model innovative strategies for providing distance student access to student support, including software-based, web-based, and interpersonal solutions in areas such as: a. tutoring; b. advisement; c. counseling; d. student government; e. student activities; f. e-mentoring; f. technology assessment and support; g. admissions; h. financial aid; i. career counseling; j. library; and more.	9/1/2006 - 8/31/2007
3.2. With the help of the project team and advisory committees, amend and improve the online Monograph, <i>Best Practices in Online Student Support</i> to include an updated review of literature; additional chapters for various elements of support services, including strategies and best practices for each; and a list of resources for further study.	12/1/2006 - 8/31/2007
3.3. Create and distribute multiple copies of an online newsletter for distance students, customizable for individual institutions.	9/1/2006 - 8/31/2007
3.4. Model the use of online meeting software and other technology based solutions for providing online students access to student activities, including scheduled speakers and student government.	9/1/2006 - 8/31/2007
3.5. Develop and model technology-based solutions for advising or counseling students in remote locations, for example, prisons and off-shore deployments.	9/1/2006 - 8/31/2007

<b>Goal: 4.</b> Enable students at every college to obtain access to student services personnel trained in providing support for the online student.	
<b>Objectives/Activities</b>	<b>Timeline Planned</b>
1.1. Work with the advisory groups and with additional specialists to develop workshops and related materials in a variety of student services areas.	9/1/2006 - 6/30/2007

4.2. Conduct workshops or electronically delivered programs within two driving hours of every requesting college in the state and at appropriate professional associations to demonstrate and explore online options for providing student services in the areas identified.	9/1/2006 - 8/31/2007
4.3. Conduct workshops in partnership with the Virtual College of Texas and the Northeast Texas Consortium of Colleges and in conjunction with the Texas Rural Community College Network, the North Texas Consortium of Community Colleges and others. The project partners will serve as the facilitators for the workshop activities and will coordinate activities with the other programs of the Texas Leadership Consortia.	9/1/2006 - 8/31/2007
4.4. Work with the advisory group and additional specialists to design short online courses relating to the individual areas of online student support.	9/1/2006 - 5/31/2007
4.5. Offer the courses online from the project and other institutions, enrolling participants from community college districts throughout the state.	9/1/2006 - 8/31/2007
4.6. Conduct evaluations at the end of each workshop or online training activity.	9/1/2006 - 8/31/2007

<b>Goal: 5.</b> Develop a longitudinal assessment of the successful outcomes of the training provided during the initial two years of the project impacting student success and identify remaining student support deficits among the state's colleges.	
<b>Objectives/Activities</b>	<b>Timeline Planned</b>
5.1. Identify the areas of longitudinal assessment to be reviewed by the project, including information gathered over the initial two years and follow-up surveys or focus groups with past participants.	9/1/2006 - 11/30/2006
5.2. Identify and contract individuals or organizations to be involved in the collection and analysis of the project data.	9/1/2006 - 10/31/2006
5.3. Collect survey information from past training recipients.	11/1/2006 - 2/1/2007
5.4. Develop the report, detailing the impact of the project during the three-year period, identifying remaining needs, and recommending additional activities to assure sustainability.	3/1/2006 - 5/31/2007

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part D - Evaluation Plan**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Please describe which data will be used to measure the impact of your project on the student populations and how that data will be enlisted (what should be expected for a "good" result):**

A record of project training activities will be maintained with at least 40 college campuses statewide participating in events with a total of more than 500 participants. A minimum of ten colleges will implement projects funded in part and managed through *Online Student Support@Every College*. At the conclusion of the major events of each project, participant colleges will submit written assessments of the project's effectiveness with and impact upon participating students.

The impact upon grant participants will be assessed through an impact analysis study as detailed in Goal 5 and, among other resources, will use the evaluation rubric of the Professional Development Consortium.

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part E - Project Staff**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Identify all project staff by title/position and list all responsibilities for each staff member.**

**Staff Member Title/Position**

Project Director (Stephanie Jones)

**Responsibilities**

The Project Director is responsible for the overall operation and success of the project. The director is based at South Plains College. Duties of the Project Director include:

1. Responsibility for personnel and fiscal activities of the project, including the monitoring of workshop training and development.
2. Working with the project Advisory Committees and affiliated organizations to direct project strategies.
3. Serving as the project's primary contact with the THECB.
5. Serving as the liaison with the Texas Leadership Consortium for Recruitment and Retention.
6. Consulting with the THECB fiscal monitor on matters regarding expenditures and representing SPC as the project's official signatory of official reports and documents.

**Staff Member Title/Position**

SPC Project Coordinator (Brandon Awbrey)

**Responsibilities**

1. Coordinate and provide direction to the activities of the South Plains College Project Advisory Committee.

2. Maintain contact with personnel at participating colleges.
3. Coordinate the development of the South Plains Website and Best Practices site.
4. Manage the Literature Review and the Wiki sites for the project monograph and assist in the collection of information for the other portions.
5. Facilitate the development of the project workshops, online courses, and planning meetings as requested.
6. Review training evaluations and report findings to the project director and advisory team.
7. Coordinate the Longitudinal Study and Report.

**Staff Member Title/Position**

NE Tx Consortium Coord. (Mickey Slimp)

**Responsibilities**

1. Coordinating collaborative initiatives among the project participants
2. Developing online newsletters, customizable by individual institutions, for statewide distribution.
3. Coordinating the development and implementation of the project workshops, focus groups, online courses, and advisory committee meetings.
4. Maintaining overall responsibility for the project Website and Monograph.
5. With support from the project partners, drafting the project quarterly reports.

**Staff Member Title/Position**

Coastal Bend Project Coord. (Rito Silva)

**Responsibilities**

1. Coordinate and provide direction to the activities of the Coastal Bend College Project Advisory Committee.

2. Coordinate the development of the Coastal Bend Website.
3. Assist in the Literature Review and in the collection of information for the other portions of the project monograph.
4. Facilitate the development of the project workshops, online courses, and planning meetings as requested.
5. Coordinate the activities of the Statewide Advisory Committee, including the collection and identification of Best Practices and Workshop development.

**Staff Member Title/Position**

Workshop Facilitators (TBA, South Plains)

**Responsibilities**

Multiple individuals will be contracted to develop and/or deliver workshops for technical student support by webinar, two-way interactive video, or through onsite presentations to colleges throughout the state.

**Staff Member Title/Position**

Logistics/Support (Aloma Pinkert)

**Responsibilities**

Provide clerical/scheduling support for the project, including minutes.

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Part F - Coordination/Linkages**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

**Please list all participating partners to the proposed project. Include contact address, phone number and e-mail address.**

**Participating Partner Name**

NE Texas Cons.of Colleges & Universities (UTHCT)

**Contact Information**

Contract with North East Texas Consortium of Colleges and Universities (Based at the UT Health Center at Tyler) for managerial consulting services of the Executive Director and the Distance Learning Design/Education Specialist(TBA), website design & management, and software acquisition and hosting in support of the project. Managerial services include identifying, initiating and monitoring workshop training and development; facilitating project contact and recruitment throughout the state and region; providing leadership to the project team for the construction of the monograph; providing guidance for the best practices website; acting as project advisor to the Texas Leadership Consortium for Recruitment and Retention; and serving as the project liaison to the Virtual College of Texas.

Phone: 903-877-7576 FAX: 903-877-7430 E-mail: mickey.slimp@uthct.edu Address: 11937 US Highway 271, Tyler, TX 75708

**Participating Partner Name**

Coastal Bend College

**Contact Information**

Rito Silva, Director of Student Development, Coastal Bend College Administration Bldg 3800 Charco Road Beeville, Texas 78102 Voice: (361) 354-2412 Fax: (361) 354-2278 silvar@coastalbend.edu

As a project partner, Coastal Bend College will have a direct role in the planning and administration of the project's activities. In addition to managing a project sub-contract, CBC will share the software resources of the project and be responsible for a subset of the project's workshops. Coastal Bend will also coordinate one of the project's two collaborative online tutoring initiatives.

**Participating Partner Name**

TX Leadership Cons. for Recruitment and Retention

**Contact Information**

Alma Adamez; Director of Educational Services; Coastal Bend College; Coastal Bend College Administration Bldg, 3800 Charco Road, Beeville, Texas 78102; Phone: 361-354-2268; adamez@coastalbend.edu

A collaborative created to address improve recruitment and retention standards across the community, technical, and state colleges of Texas.

**Participating Partner Name**

The Virtual College of Texas

**Contact Information**

Ron Thomson; Austin Community College, Pinnacle Campus; 7748 Highway 290 West; Austin, Texas 78736; Phone: 512-223-8030, Fax: 512-223-8988; thomson@austincc.edu

This project will be administered in cooperation with the Virtual College of Texas, a project of the Texas Association of Community Colleges. Representing the fifty community college districts of Texas, TACC has organized the individual VCT contacts ([www.vct.org](http://www.vct.org)) appointed by each district into a cohesive project team. The VCT contacts will select and approve the project's participants from each college.

Advisement for the On-Line Student Support at Every College project will be conducted through VCT's Distance Learning Advisory Committee (DLAC). The committee is made up of one instructional administrator and one distance learning administrator from each of TACC's higher education administrative regions ([www.vct.org](http://www.vct.org)).

**Participating Partner Name**

Texas Rural Community College Initiative

**Contact Information**

Dr. Dick Walsh; South Plains College; Byron Martin Advanced Technology Center; 3201 Avenue Q; Lubbock, TX 79411; (806) 747-0576, ext. 4648; dwalsh@southplainscollege.edu

This project will work closely with the Consortium for Technical Program Development in Rural

Colleges, whose goals are to help encourage and provide collaboration and cooperation among Texas Rural Community Colleges to develop new and unique partnerships in the areas of workforce and technical education. The Texas Rural Community College Initiative seeks to promote continued communication, cooperation, collaboration and resource sharing among Texas Rural Community College Network, TRCCN.

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule A: Salaries and Fringe Benefits**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Title/Position</b>	<b>III. % of Time on Project</b>	<b>IV. Amount</b>
	SPC Project Coordinator (Brandon Awbrey)	20 %	\$ 6,500
	Content Development for Website or Workshops/Workshop Facilitation (3 TBA)	1 %	\$ 1,350
	Logistics/Support (Aloma Pinkert)	6 %	\$ 1,200
<b>Total</b>			<b>\$ 9,050</b>

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule B: Travel (Staff Only)**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Title/Position</b>	<b>III. Purpose</b>	<b>IV. Amount</b>
	South Plains Project Director (Stephanie Jones)	Team Meetings, Workshop Facilitation	\$ 2,400
	South Plains Project Coordinator (Brandon Awbrey)	Team Meetings, Workshop Facilitation	\$ 1,800
	South Plains Workshop Facilitators (TBA)	Travel & Registration related to workshop delivery	\$ 1,500
<b>Total</b>			<b>\$ 5,700</b>

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule C: Capital Outlay/Equipment**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Description</b>	<b>III. Amount</b>
	No equipment required	\$ 0
	<b>Total</b>	\$ 0

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule D: Consultant Fees**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Individual or Firm</b>	<b>III. Purpose</b>	<b>IV. Amount</b>
	Workshop Leaders 10 @ \$450 each	Develop and facilitate workshop activities	\$ 4,500
	TBA	Conduct Study of Project Impact	\$ 2,500
	Student Support Specific Area Specialists 4 @ \$450 each	for additional website/monograph content	\$ 1,800
<b>Total</b>			<b>\$ 8,800</b>

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule E: Subgrants and Subcontracts**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Recipient</b>	<b>III. Purpose</b>	<b>IV. Amount</b>
	UTHCT - Northeast Texas Consortium	Project Partner: Funds for salary reimbursement; travel to meetings & focus groups; project website development, hosting, & management; and collaborative software applications.	\$ 19,500
	Coastal Bend College	Project Partner - funds for salary reimbursement; travel to meetings, workshop & focus group facilitation, and local website development	\$ 12,500
		<b>Total</b>	\$ 32,000

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule F: Miscellaneous**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Activity (Basic Grant Only)</b>	<b>II. Description</b>	<b>III. Amount</b>
	Project Advisory Team Travel to Meetings (2). Non-SPC personnel	\$ 4,300
	Workshop facilitator travel up to 10 Workshops	\$ 3,000
	Support Services Software (Tutoring/Others)	\$ 16,250
	Student Focus Group Participants: 2 groups of 10 @ 75 each	\$ 1,500
	Workshop/printing materials, office supplies, duplication.	\$ 900
	Desktop H.323 Video Meeting Unit & Software	\$ 4,500
	Online training for up to 30 participants @ \$150 each for two 18 hour courses.	\$ 9,000
	<b>Total</b>	\$ 39,450

Original Application

Approved - 8/28/2006

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**Cost Category Schedule G: Administration**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>I. Description</b>	<b>II. Amount</b>
Allocation - Identify Allocation Process	\$ 4,700
<b>Total</b>	<b>\$ 4,700</b>

**Texas Higher Education Coordinating Board**

**Carl D. Perkins Grants for Program Year 2006-2007**

**CB-100: Budget Summary Page**

**Application:** 7067 - Online Student Support at Every College

**Institution:** South Plains College

<b>COST CATEGORY</b>	<b>(A) Original Budget</b>	<b>(B) Cumulative Budget Revisions Requested</b>	<b>(C) Revised Total Budget</b>	<b>(D) Actual Cumulative Expenditures Through:</b>
1. <b>Salaries and Fringe Benefits</b> (Schedule A)	\$ 9,050			
2. <b>Travel (Staff Only)</b> (Schedule B)	\$ 5,700			
3. <b>Capital Outlay/Equipment</b> (Schedule C)	\$ 0			
4. <b>Consultant Fees</b> (Schedule D)	\$ 8,800			
5. <b>Subgrants and Subcontracts</b> (Schedule E)	\$ 32,000			
6. <b>Miscellaneous</b> (Schedule F)	\$ 39,450			
7. <b>SUBTOTAL - DIRECT</b> (Lines 1-6)	\$ 95,000			
8. <b>Administration</b> (Schedule G)	\$ 4,700			
9. <b>TOTAL</b> (Line 7 plus Line 8)	\$ 99,700			
10. <b>LAST EXPENDITURE REIMBURSEMENT REQUEST TOTAL</b> (Line 9 Column D on prior request)				
11. <b>TOTAL REIMBURSEMENT FOR THIS REQUEST</b> (Line 9 minus Line 10)				
<b>Name/Title of Chief Financial Officer</b>  Tony Riley Vice President for Finance and Administration	<b>Signature</b>  <i>Electronic Submission Authorized by Financial Identification Number (FIN)</i>		<b>Phone/FAX/E-mail</b>  (806) 894-9611, ext. 2205 (806) 894-1549 (FAX) triley@southplainscollege.edu	
<b>FOR COORDINATING BOARD USE ONLY</b>				
Approved ( ) Disapproved ( ) by:			Date:	

<b>Comments:</b>	
<b>Entry in CB Grant Budget/Expenditure System by:</b>	<b>Date:</b>