

Commission for Higher Education

**FY2005 POSTSECONDARY FIVE YEAR LOCAL BASIC GRANT**

**UNDER THE CARL PERKINS ACT OF 1998**

— Final Report Form —

Name of Campus/Region:

Date:

Indiana University South Bend

September 16, 2005

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Name of Program/Services/Activity:

Program Administration

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I. Describe the program/services/activity cited above.

*(Note: the response to this question should be similar to the institution's responses to Postsecondary Local Basic Grant. Section III.B.)*

The Tutorial Services/Perkins Grant Administrator is the Perkins Grant Project Director and manages the administration of Perkins Grant funds. This person collects and analyses data on special populations students, and gathers and prepares reports pertaining to the Standards and Measures adopted by the Commission for Career and Technical Education (CCTE). The Tutorial Services/Perkins Grant Administrator works collaboratively with career and technical education program areas in conducting surveys to determine program effectiveness.

II. What measurable objectives/outcomes were established for the program/services/activity?

*(Note: the response to this question should be similar to the institution's responses to Postsecondary Local Basic Grant. Section III.B.)*

Establish and implement all data collection and reporting procedures using the Indiana University FOCUS program and IUIE database. Create and maintain databases to ensure accurate reporting information. The databases are used to track the success of special populations students utilizing services provided. Develop a waiver form to be signed by all students in career and technical education programs explaining the data collection process and objectives.

Continue implementation of the Supplemental Instruction (SI) program to target traditionally difficult classes for incoming students. By targeting general requirement courses through the SI program, students have the opportunity to obtain help outside the classroom in order to help them persist.

Originate informative means of familiarizing special population students of the benefits available through the Carl D. Perkins Grant (i.e.: webpage, school newspaper, brochures).

Attend ongoing professional developmental workshops on various teaching issues that are sponsored by Indiana University South Bend's University Center for Excellence in Teaching (UCET). Members of the ALS are encouraged and frequently attend these workshops.

- III. In what ways did the operation of the program/services/activity deviate from the plan outlined in the institution's Postsecondary Local Basic Grant?

The travel budget line was not used due to the cancellation of a seminar. No other major deviations noted.

- IV. Describe how the program/service/activity strengthened the academic, vocational and technical skills of students that lead towards high skill, high wage career pathways. (Activities should accomplish the measurable objectives.)

*(Note: responses to this question should adhere to the institution's responses in Postsecondary Local Basic Grant. Section III.B.)*

Accurate fund administration was reviewed by the Tutorial Services/Perkins Grant Administrator. The Indiana University FOCUS program and IUIE database is used to gather information on all freshman and sophomore level classes to confirm the program effectiveness and future direction(s). Comparative data collected from the past seven years is maintained to help determine SI program effectiveness. Data continues to be collected regarding Writing Center student usage. Data is collected to target other tutorial service areas and will be used to measure the success of the program. These databases will be maintained and updated to continuously analyze and review the program.

A webpage for SI and tutoring was developed and linked to the Student Academic Support Center website giving availability of classes being served by SI. This link is regularly updated to give information of the program's direction.

The faculty/staff of the ALS and the Director of the Writing Center attended several in-services for continued professional development. Members of the ALS did attend professional development workshops provided by Indiana University South Bend's University Center for Excellence in Teaching (UCET).

The Tutorial Services/Perkins Grant Administrator works collaboratively with the Deans, Chairs and Department heads of the academic units to create and implement services and activities targeting special populations students. Using anecdotal and historical data, a list of target classes is maintained that represent classes with higher DFW rates and classes most frequently taken by the students in career and technical specific majors.

- V. Based upon institution/campus outcomes reported above, assess the relative success of the program.

By keeping an accurate account of the budget, the Tutorial Services/Perkins Grant Administrator was able maintain and utilize funding effectively.

The creation and maintenance of the database has developed a more detailed history of the SI program thus enabling a more effective analysis of the program. Creating and maintaining databases for other areas will allow for effective measures of all Perkins funded programs.

Quarterly evaluation of the material has enabled the Tutorial Services/Perkins Grant Administrator to justify faculty requests for SI support. Involving the faculty in the selection process has allowed for an awareness of the program to develop beyond the previous bounds. This faculty involvement also has allowed for an increased pool of qualified SI leader and tutor applicants.

The use of brochures and web pages has resulted in increased student awareness of the program and increased Academic Advisor interest.

Staff and faculty attended workshops provided by UCET and national conferences.

- VI. What changes to the Postsecondary Local Basic Grant should be made as a result of these outcomes?

It appears that no changes will be needed for the Program Administration p/s/a.

- VII. Report on methods used to show how the program/services/activity was evaluated and provide information that demonstrates the degree of success in completing measurable objectives. Include a description of the progress special populations have made in achieving measurable objectives.

*(Note: the response to this question should be similar to the institution's responses to Postsecondary Local Basic Grant. Section III.B.)*

Databases have been established to follow the success of special populations students. These databases allow for an accurate accounting of the number of special populations students who have access to the program. These databases will be maintained using the Indiana University FOCUS program and other database programs, which allow for a more complete measure of the students' success. The databases will allow for the tracking of special populations students who continue to use the services provided throughout their college career.

Using the IU FOCUS program and IUIE database, an accurate accounting of high-risk classes attended by special populations students is maintained.

A brochure is updated, printed, and made available to students on a regular basis. Perkins Grant funded SI and tutorial services information is distributed to all incoming freshman students at New Student orientations.

With a University-wide change in the website format, the web page could not be maintained until the transition was completed. With the new format now established, the web page will be updated and maintained as prescribed.

Indiana University South Bend  
Institution

**POSTSECONDARY LOCAL BASIC GRANT**

**FY2005 EXPENDITURES UNDER THE CARL PERKINS ACT OF 1998**

---- Final Report Form ----

Program Administration  
Program/Services/Activity or Summary Budget

**Provide a budget summary for each P/S/A as well as a total summary budget. Identify the appropriate P/S/A on the line above.**

<u>Approved</u> <u>Budget</u>	<u>Actual</u> <u>Expenditures</u> <u>To Date</u>
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	<u>\$30,250</u>	<u>\$30,246.96</u>
1. Personnel		
	<u>9,477</u>	<u>9,476.41</u>
2. Fringe Benefits		
	<u>1,000</u>	<u>0</u>
3. Staff Travel		
	<u>838</u>	<u>833.02</u>
4. Contractual Services		
	<u>0</u>	<u>0</u>
5. Equipment		
	<u>1,354</u>	<u>1377.95</u>
6. Materials/Supplies/Communications		
	<u>0</u>	<u>0</u>
7. One Stop Delivery System		
	<u>0</u>	<u>0</u>
7. Other (Please specify)		
	<u>\$42,919</u>	<u>\$41,934.34</u>
<b>TOTAL</b>		