

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

I. Unit Title: Office of Grants and Contracts

Division or School/College: Delta Regional Development

Unit Administrator: Kay Stricklin

II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation. Not all units have direct student impact. Those that do should have clear learner outcomes developed. Those with no student contact may indicate that this section is not applicable.

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
<p>Not Applicable. No Student Contact.</p>			

III. Division/Department Goals for the Current Year

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a personnel development plan to enhance the skills of the staff in a unit.

A. **Goal # 1 - To Increase the grant writing activity of the Delta State University faculty and staff.**

1. Institutional Goal which was supported by this goal:

Listed in the Strategic Plan or in the Quality Enhancement Plan. Please note if the unit goal is in support of a Strategic Plan goal (e.g., SP#2) or a Quality Enhancement Plan goal (e.g., QEP#1).

The President's mandate announced in the opening address of the academic year that we increase external funding in support of university programs.

2. Evaluation Procedure(s): Compare the number of grants submitted during this fiscal year with the number submitted during the previous year.

How did you determine if this goal is met?

3. Actual Results of Evaluation: The number of grants submitted for FY 2005-06 was 64. That number is up 136% over last years total of 47.

Explain if the evaluation is not complete

4. Use of Evaluation Results: The results indicated a rise in activity for the fiscal year. These results will be publicized and applauded. First time grant writers and those who have returned to grant writing after a long hiatus will serve as models for others. The positive increase will be incentive for faculty and staff to realize that grant writing is feasible.

How were the results used to improve programs, operation, or services? Indicate if this led to a new goal for the next year.

B. **Goal # 2 - Improve awareness on the part of faculty and staff of the role of the grants office on campus, thereby improving the reporting of grants submitted and received to the office for record keeping.**

1. Institutional Goal which was supported by this goal:

2. Evaluation Procedure(s): Measure awareness of grants office policies and procedures.

3. Actual Results of Evaluation: 145 personal contacts with faculty and staff. These sessions, unlike e-mail or mass communication, were face to face allowing the opportunity to confirm that the contact person understood the expectation that

all grants must be submitted to the grants office for approval and signature before they can be submitted to potential funding sources.

4. Use of Evaluation Results: These contact individuals will be called upon to participate in the continuing dissemination of the information. Their role will be two-fold. By knowing and practicing the proper procedures they will serve as resources for other faculty and staff in their divisions/departments who are not as well informed. They will be asked to participate in the continuing effort to spread the information by participating in brown bag lunches, workshops and committee meetings as informed sources on grants policies and procedures at Delta State University.

C. **Goal #** - Repeat as needed to list all goals for the current year

IV. Data and information for department:

V. Personnel:

Noteworthy activities and accomplishments: Professional Development: Attended grant writing workshop at George Washington University – October 17-20, 2005.

- Facilitated faculty grants information workshops – January 24 and 25, 2006.
- Coordinated and lead Grants Brown Bag Luncheons for faculty and staff, February 22 and April 5, 2006.
- Conducted 145 interviews/presentations on campus to promote grant writing awareness and participation.
- Daily grant notices posted to faculty and staff who are potential program directors/principle investigators.
- Successful conversion to grants.gov system for federal grants.
- Update of webpage.
- Delta State University point of contact for Title III grant proposal in collaboration with Sungard Higher Education.
- Assisted in the preparation of grants with the Archives, Art Department, Music Department, School of Nursing, Math, Chemistry, College of Education, Languages and Literature, College of Business, Graduate and Continuing Studies, The Delta Center, The Center for Community and Economic Development, the Academic Support Lab, and Family and Consumer Sciences.

New position(s) requested, with justification:

Recommended change of status If the Delta State University understanding of external funding is to change this position must become full time. It is necessary as a statement to the faculty and staff that the university values grant writing as a professional tool and that external funding is necessary to the continuing well being of the university. Clerical support is required if more faculty and staff are to be served. Budget is necessary to support phone calls, postage, copying. Funding is required to provide training and professional materials for the university. Until and unless the grants office is expanded the capacity of Delta State University to increase its external funding will remain limited.

(such as promotion/tenure/change in responsibilities):

VI. Division/Department Goals for Coming Year

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

A. Goal # 1 - To host a grant writing workshop of the highest caliber on the campus.

1. Institutional Goal(s) supported by this goal: To increase the external funding in support of university programs.

Listed in the Strategic Plan or in the Quality Enhancement Plan. Please note if the unit goal is in support of a Strategic Plan goal (e.g., SP#2) or a Quality Enhancement Plan goal (e.g., QEP#1).

2. Expected Results: Faculty and staff will be better educated about the opportunities that grant writing can provide for them and their programs. They will be better equipped to be successful grant writers. More grants will be written by a wider spectrum of the faculty and staff. More dollars will come to Delta State University.

What happens if the goal is met?

3. Evaluation Procedure(s): Measure the grant writing activity after the workshop takes place.

How will you determine if this goal is met?

4. Use of Evaluation Results: Success will support the expansion of training efforts on our campus.

How will the results be used to improve programs, operation, or services?

B. Goal # 2 – Expand the publicity and support services focused on increasing grant writing.

1. Institutional Goal(s) supported by this goal: Increase of external funding in support of university programs.

2. Expected Results: An increase in grants written and funded.

3. Evaluation Procedure(s): Measure the amount of funds received.

4. Use of Evaluation Results: Success of some grant writers will motivate others to do the same.

C. Goal # - Repeat as needed to list all goals for the coming year