

CAMPUS MATTERS

Message from the Title III Officer...

Title III is a grant awarded by the U.S. Department of Education to developing institutions (with particular emphasis on Historically Black Colleges and Universities) to assist in the realization of each institution's Strategic Plan. The 2012-2017 Title III Award to UDC totals upward of \$12 million. These funds will be used to support approved projects across the campus.

Title III grants are vital to the development and success of institutions around the nation, and UDC is fortunate to have these resources in order to rebuild, reclaim, and renew the proud legacy of this institution. We will continue to sponsor activities designed to make a difference.

The University of the District of Columbia continues to benefit from the many activities of its three Title III grants, the Historically Black College and University (HBCU) grant for the main UDC flagship campus, the Historically Black Graduate Institution (HBGI) grant for the UDC -David A. Clarke School of Law, and the Student Accountability and Fiscal Responsibility Act (SAFRA) grant for the UDC-Community College. Each of the three grants is a discretionary, noncompetitive formula grant awarded by the U.S. Department of Education under Title III, Part B (HBCU and HBGI) and Part F (SAFRA) of the Higher Education Act of 1965 as amended. Our purpose here is to tell you about each grant as detailed in its underling activities.



Inside this Issue:

TITLE III ACTIVITIES	PAGE
• Administration	2
• Technology	2
• Retention	2
• Faculty/Staff Development	3
• Advancement	3
• Academic Programs	3

NATIONAL ASSOCIATION OF HBCU TITLE III ADMINISTRATORS

The Annual Title III Technical Assistance Workshop was held in San Antonio, TX. This organization represents approximately 100 Title III programs throughout the country. It offers comprehensive services to its membership to ensure effective and efficient management of Title III funds. Through technical assistance workshops, Title III administrators gain networking opportunities and practical instruction to strengthen knowledge of grants management with respect to Title III responsibilities. Helga Greenfield, current president of the Association also is Associate VP for Government Relations at Spelman College (Atlanta, GA).



Title III Administrators

ADMINISTRATION

The goal of this activity is to provide an infrastructure for the proper management and administration of Title III funding and resources and for the monitoring and evaluating of Title III activities. The administration of the grant is carried out by the Title III Officer and three staff personnel.

We carry our responsibilities by preparing and submitting timely Phase I and Phase II grant application data to the Department of Education prior to grant award and we accomplish our objectives as follows:

- by prioritizing funding requests from local users;
- by ensuring that fiscal, manpower, and material resources acquired under Title III funding are properly accounted for;
- by conducting continuous monitoring and evaluation of Title III activities and the Title III program itself;
- by collecting time and effort reports from all Title III employees, fulltime (FT) and part-time (PT) three times a year and from other Title III part-time employees based on their project duration dates.
- by providing timely annual performance reports to the U.S.

Department of Education on the status, progress, and financial aspects of Title III activities under each grant, as well as a final performance report at the end of each grant's cycle.

In addition, we keep abreast of current issues and administrative changes affecting the grants and the University. We participate in institutional training either online or onsite in such areas as time and effort (T&E), BANNER system overview and requisitions, personnel policies and procedures, as well as periodically host Title III training for affected UDC employees.

TECHNOLOGY

The goal of the Technology activity is to advance the status of the University's technological capabilities, with a view toward developing a framework and design for a comprehensive network. This activity builds upon previous Title III accomplishments and centers on upgrading the University's existing technology infrastructure. Title III funds support the SEVIS Coordinator, three administrative positions (Registrar's Office), two

records clerks (Office of Records Management) and IT associates.

The SEVIS Coordinator advises international students, provides homeland security reporting and processes visa documents. The administrative positions (Registrar's Office) monitor and provide support for the University's academic records, process requests from students and other parties and fulfill other customer service requirements. The Office of Rec-

ords Management prepares records for digital archives, retrieves records and processes them for timely delivery and digitizes records.

Title III funds have also been used in the acquisition of the SunGard Higher Education Banner suite of administrative software, computers, peripheral devices, I-pads, projectors, laser printers, databases, smart boards and an electronic resources management system. Mr. Wayne Sparks is the activity director

RETENTION

The goal of the Retention activity is to increase the rate of retention and the six year graduation rate at the University. Our intention is to enroll and retain students through intensive counseling, academic advising, course redesign, and leadership development. Title III funds support the Director, Academic Advising and Retention, professional academic advisors, a program coordinator, counselors, a student orientation coordinator, an academic support coordinator, a project assistant, a Director of Resi-

dence Housing, and career counselors.

The Academic Support Center (ASC) provides services to both undergraduate and graduate students throughout the institution's campuses, and serves faculty by providing supplemental tutoring, in-class workshops and briefings, resource materials, and space to meet in small groups. In FY 2014 ASC logged 1,487 visits. Title III funds support four ASC tutors in writing, mathematics, foreign languages and other subjects. The Academic Ad-

vising Center provides academic advising support to first and second year UDC students. The Counseling and Professional Development Center (CPDC) provides individual counseling/crisis intervention/mental health-related issues and outreach preparation and presentation for all students as well as a support group for international students. The new Career Development Center also receives Title III support with staff and other services. Ms. Deborah Dessaso is the activity director for the Retention activity.



FACULTY / STAFF DEVELOPMENT

The overall goal of this activity is to inspire, motivate, and support the UDC faculty and staff. Since faculty members are responsible for instruction and advisement, they directly impact their effectiveness in the classroom by providing both an up-to-date teaching methodology and effective advising. Faculty members are also afforded an opportunity to conduct research and have students to assist them in this regard. Title III funds are used to staff the Office of Sponsored Programs (OSP) with a director and 3 staff members. a fulltime Nurse Practitioner in the Health Unit, the Director, Institutional Research, University Statistics, and Student Success.

In the Summer 2014 Title III,

through the Research Academy for Integrated Learning (RAIL), sponsored the Course Development Initiative which allowed certified faculty an opportunity to design and build new online courses for approval. The Office of Sponsored Programs identifies funding opportunities, provides technical assistance to faculty and staff in proposal development and submission, monitors grant post award compliance, writes grant technical manuals, and maintains its own database and website. The Center for Sustainable Development managers teach sustainability courses, act as principal investigators on certain UDC grant awards, and host, present or participate at various sustainability/green conferences.

The Director, Institutional

Research, University Statistics, and Student Success collects data for academic program review and athletics program review and collects faculty data in preparation for the accreditation report, as well as establishes a data standards committee and conducts a business process analysis. The Nurse Practitioner is assigned to the Student Health Center where she performs health services for UDC students and employees, participates in orientation and campus activities, and oversees the clearance process for nursing students. The activity director position for the Faculty/Staff Development activity is currently vacant.

ACADEMIC PROGRAMS

The Academic Programs activity includes online learning initiatives. Title III funds currently support two Visiting Professors in the Research Academy for Integrated Learning and two Technology Assistants in the Learning Resources Division.

The Summer Online Academy Initiative through the Research Academy for Integrated Learning (RAIL) affords faculty the opportunity to increase online courses, obtain certification, if applicable, and develop courses. RAIL faculty members (including the two Visiting Professors) investigate, apply, and

experiment with new tools, electronic course enhancements, Blackboard building blocks, mobile devices and



provide professional development opportunities for all UDC

faculty, as well as bring experts to share experiences and best practices for teaching and learning.

It also supports the course management system (Blackboard)

and facilitates a 24/7/365 Blackboard Help Desk. RAIL had 22 online courses offered in the Fall 2014 with another 40 courses under development, and certified 31 new faculty members to teach or build online courses. The technology assistants in the Learning Resources Division (LRD) assist with the design and development of LRD digital and print materials and provide technical support for LRD computers and equipment.

Title III 2015-2016 Funding

Awarded \$3,367,307 for Year 4 Title III HBCU Grant

Awarded \$1,073,540 for Year 2 Title III SAFRA Grant

Awarded \$322,796 for Year 2 Title III HBGI Grant

New Funding for all three grants started on October 1, 2015

Reminders

Budget

- All Activity Directors should be keeping track of their money spent throughout the year. By the end of August, at least 90% of activity funds should have been spent or encumbered.

Travel Requests

- All Title III travel requests should be received in the Title III office 10 days prior to the travel date. A travel report should be submitted to the Title III Office within two weeks after your return to campus.

Student Workers

- Student workers cannot be hired without prior approval from Title III. All student contracts and other requested information should be submitted to Ms. Dionne Stafford at least 10 days prior to the start date.

****REMINDER****
TITLE III TIME & EFFORT REPORTING DATES
TITLE III PERMANENT FT AND PT EMPLOYEES
<i>4/30, 8/30 and 12/30</i>
OTHER TITLE III P.T. EMPLOYEES
<i>4/1 or 8/1 or 12/1</i>
Use closest cycle date to project duration dates

TITLE III CONTACT INFORMATION:

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**TITLE III HBCU ADMINISTRATOR'S MEETING
JUNE 20-24, 2016
WASHINGTON, DC**



**Catch us on the web:
www.udc.edu/titleiii**

for this activity.

