

Illinois Community College Board Career and Technical Education Innovation Grant Application (FY 2013)

Grant Information

Grant Name	FY 2013 CTE Innovation Grant
Maximum Grant Amount	See attached allocation table
Fund Source	Federal/State (see attached allocation table)
Funding Period	July 1, 2012 – June 30, 2013
Eligible Recipients	Illinois Community Colleges
Application Due Date	October 12, 2012 (see Application Instructions)

ICCB CTE Grant Administrator	Rob Kerr
title, phone, email	Director of Career and Technical Education (217) 785-0068 rob.kerr@illinois.gov

Grant Purpose	The purpose of the fiscal year 2013 Career and Technical Education Innovation Grant is to fund innovative CTE program activities that support one or more of the Grant Objectives.
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Grant Objectives	<p>FY 2013 CTE Innovation Grant funds may only be used for innovative activities that support <i>one or more</i> of the following Grant Objectives.</p> <ol style="list-style-type: none"> Transitions - Activities that seek to enhance alignment that facilitates student transition through the educational pipeline. Remediation - Activities that will reduce the need for remediation for CTE/POS students. Retention/Completion - Activities that will increase the likelihood that students persist in their chosen program of study and complete a postsecondary degree/certificate. Program of Study - Activities that enhance the development, implementation and/or evaluation of programs of study. Continuous Quality Improvement - Activities that support the development and implementation of a continuous quality improvement process that targets opportunities for program improvement and enhanced outcomes. Illinois STEM Learning Exchanges - Innovation Grant funds may be used to support activities that allow the community college to engage the STEM Learning Exchanges as they develop over the course of FY13.
Use of Funds	<p>Colleges may only use grant funds for activities that support the <i>Grant Purpose</i> and one or more of the <i>Grant Objectives</i>. Colleges will be responsible for monitoring and properly expending the funds.</p> <ol style="list-style-type: none"> Grant funds must supplement, <i>not supplant</i>, any funds currently being directed towards these goals. CTE Innovation Grant funds may not be used to purchase any promotional items.
Allowable	<ol style="list-style-type: none"> Contractual Services

Expenditures	<ol style="list-style-type: none"> 2. Curriculum Development 3. Instructional Equipment 4. Materials and Supplies (grant funds may not be used to purchase any promotional items) 5. Personnel 6. Staff Development 7. Travel 8. Other Expenditures – as approved by appropriate ICCB staff (Please include a description of any costs listed under “Other Expenditures”)
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Deliverables	<p>In order to comply with Public Act 96-0795, Innovation Grant recipients are required to submit quarterly reports. Quarterly reporting will follow the same schedule and format detailed in Section 5 of the FY13 Perkins guidelines. The guidelines are available at: http://www.iccb.org/pdf/career_tech/postsecondary/perkins_fy13/FY13_Perkins_Guidelines.pdf</p>
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Application Instructions	<p>In order to apply for funding, community colleges must develop a CTE Innovation Grant Plan in consultation with the appropriate ICCB CTE Regional Consultant. The Innovation Grant Plan must include the following components:</p> <ol style="list-style-type: none"> 1. Grant Summary (Form 1); 2. Activity Planning Document (Form 2) – A separate Activity Planning Document is required for <i>each activity</i> listed under Section 3 of the Grant Summary; 3. Grant Budget (Form 3); <p>To be eligible for funding, an Innovation Grant Plan must be sent via email by the application due date to the appropriate ICCB CTE Regional Consultant. Applications must be in MS Word format.</p>
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Illinois Community College Board
 Career and Technical Education
 Innovation Grant Application (FY 2013)

Grant Summary (Form 1)

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
Grant Contact	Peggy S Libby
title, phone, email	Assistant Coordinator of Grants, 309-341-5276 plibby@sandburg.edu

SECTION 2: Project Goal(s)

Each applicant must develop one or more Project Goals. Each Project Goal must support the Grant Purpose and specifically address one or more of the Grant Objectives.

Project Goal #	Project Goal(s)	Grant Objective #
1	Purchase institutional equipment that is aligned with workforce requirements.	1
2	Connect with and inform students about Graphics Communications throughout the process.	3
3	Field trips designed to increase numbers of students transitioning from high school to Carl Sandburg College to Western Illinois University resulting in Bachelor's degree.	5
4	Develop a POS/PTR for Graphic Communications Professional.	4

(add/delete additional rows as necessary)

SECTION 3: Activities

Each applicant must develop specific, definable Activities implemented to achieve a Project Goal.

- Each Activity must be associated with a Project Goal listed above.
- The applicant must submit a separate Activity Planning Document (Form 2) for each Activity listed.

Activity #	Activity	Associated Project Goal #
1	Six Macintosh computers to be purchased so that students can benefit from learning programs on both PC and Macintosh programs.	1
2	Professional Development for instructors will enable them to incorporate the best possible teaching practices and use both PC and Mac programs to help students navigate the courses to increase retention and graduation rates and to transfer to Western Illinois University to continue their education in the Graphic Communications Professional degree program.	2
3	Field trips will allow students at Galesburg High School a first-hand look at various businesses that use Graphics Communications Professionals in their workforce and are willing to give students a tour of their facilities and their equipment as well as finished products that will give them a firsthand look at what a Graphic Communications Professional degree will allow them to pursue.	3
4	Hold team meetings (secondary/post-secondary) to develop the POS and utilize the PTR methodology.	4

(add/delete additional rows as necessary)

Illinois Community College Board Career and Technical Education Innovation Grant Application (FY 2013)

Activity Planning Document (Form 2)

Please include a **separate form** for each Activity listed under Section 3 of the Grant Summary

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
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SECTION 2: Activity Overview Information

Activity	Purchase six new Mac computers so students can utilize both Mac and PC programs		
Activity #	1	Associated Project Goal #	1
Description	Instructional supplies and equipment to improve instruction in the classroom		
Activity Outcome	The new Mac computers will allow students to learn on and become proficient in various programs used by Graphics Communications Professionals in the workforce. By having this equipment in place for their first two years; they will be familiar with the programs and curriculum in the next two years.		
Total Activity Budget	\$5631	88% (percent of total funds requested)	

SECTION 3: Tasks

Tasks are designed to implement the Activity and achieve the Activity Outcome.

Task #	Task	Responsible Staff (name/title)
	Purchase and install new Macintosh computers that provide additional training for students to be able to navigate both PC and Mac graphics programs.	Diana Chaney, Coord-Career Programs
	Faculty will be knowledgeable using both systems so that students will learn from well-trained, competent instructors.	Diana Chaney, Coord-Career Programs

(add/delete additional rows as necessary)

SECTION 4: Activity Budget

Allowable Expenditures	Activity Budget Narrative-Briefly describe the intent of the budgeted funds	
Contractual Services	\$	
Curriculum Development	\$	
Materials and Supplies*	\$ 5831	Purchase six Mac computers for the PC lab.
Personnel	\$	
Staff Development	\$	
Travel	\$	
Other Expenditures**	\$	
TOTAL ACTIVITY BUDGET	\$	

*Grant funds may not be used to purchase any promotional items

** Prior ICCB approval is required for any costs listed in "Other Expenditures"

Illinois Community College Board Career and Technical Education Innovation Grant Application (FY 2013)

Activity Planning Document (Form 2)

Please include a **separate form** for each Activity listed under Section 3 of the Grant Summary

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
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SECTION 2: Activity Overview Information

Activity	Professional Development		
Activity #	2	Associated Project Goal #	2
Description	Attend regional professional development seminars		
Activity Outcome	Professional training designed to enable instructors to be current with the newest practices and technology and stay abreast of what other schools are utilizing in their programs resulting in an increase in graduation rates and transfer rates of students in the Graphic Communication Professional program.		
Total Activity Budget	\$200	3% (percent of total funds requested)	

SECTION 3: Tasks

Tasks are designed to implement the Activity and achieve the Activity Outcome.

Task #	Task	Responsible Staff (name/title)
1	Applicable training and/or workshops to be attended by faculty in the Graphics Communication Professional program.	Diana Chaney, Coord-Career Programs
2	Transfer of information to relate to teaching most effectively and a working knowledge of the new technology when teaching in order to increase graduation and transfer numbers in the program.	Diana Chaney, Coord-Career Programs

(add/delete additional rows as necessary)

SECTION 4: Activity Budget

Allowable Expenditures	Activity Budget Narrative-Briefly describe the intent of the budgeted funds	
Contractual Services	\$	
Curriculum Development	\$	
Materials and Supplies*	\$	
Personnel	\$	
Staff Development	\$200	Training and or workshops
Travel	\$	
Other Expenditures**	\$	
TOTAL ACTIVITY BUDGET	\$	

*Grant funds may not be used to purchase any promotional items

** Prior ICCB approval is required for any costs listed in "Other Expenditures"

Illinois Community College Board Career and Technical Education Innovation Grant Application (FY 2013)

Activity Planning Document (Form 2)

Please include a **separate form** for each Activity listed under Section 3 of the Grant Summary

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
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SECTION 2: Activity Overview Information

Activity	Field Trips to businesses who utilize Graphics Communications Professionals		
Activity #	3	Associated Project Goal #	3
Description	Students at Carl Sandburg College and at Galesburg High School will visit various businesses where they will view activities and see how equipment is used by actual Graphics Communications Professionals.		
Activity Outcome	Students will get a first -hand look at and become familiar with the range and scope of work actually done by Graphics Communications Professionals		
Total Activity Budget	\$400	6% (percent of total funds requested)	

SECTION 3: Tasks

Tasks are designed to implement the Activity and achieve the Activity Outcome.

Task #	Task	Responsible Staff (name/title)
1	Arrange and coordinate field trips with Galesburg High School program director and program director at Carl Sandburg College.	Diana Chaney, Coord-Career Programs
2	Coordinate both field trips with bus company and with escorts.	Diana Chaney, Coord-Career Programs

(add/delete additional rows as necessary)

SECTION 4: Activity Budget

Allowable Expenditures	Activity Budget Narrative-Briefly describe the intent of the budgeted funds	
Contractual Services	\$	
Curriculum Development	\$	
Materials and Supplies*	\$	
Personnel	\$	
Staff Development	\$	
Travel	\$400	Busses to transport students to CSC and WIU
Other Expenditures**	\$	
TOTAL ACTIVITY BUDGET	\$	

*Grant funds may not be used to purchase any promotional items

** Prior ICCB approval is required for any costs listed in "Other Expenditure"

Activity Planning Document (Form 2)

Please include a **separate form** for each Activity listed under Section 3 of the Grant Summary

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
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SECTION 2: Activity Overview Information

Activity	Develop POS/PTR for Graphic Communications Specialist		
Activity #	4	Associated Project Goal #	4
Description	Develop a charter including team members who will be actively involved in the POS/PTR process. Hold regular meetings to implement the 5 phases of the PTR process.		
Activity Outcome	Utilize the POS/PTR process to improve and sustain the Graphics Communication Specialist program at Carl Sandburg College.		
Total Activity Budget	\$200	3% (percent of total funds requested)	

SECTION 3: Tasks

Tasks are designed to implement the Activity and achieve the Activity Outcome.

Task #	Task	Responsible Staff (name/title)
1	Hold meetings to keep all charter members informed and up to date while implementing each phase of the POS/PTR process.	Diana Chaney, Coord-Career Programs
2	After each meeting, follow through with the guidelines established to ensure that each charter member stays actively involved with the process.	Diana Chaney, Coord-Career Programs

(add/delete additional rows as necessary)

SECTION 4: Activity Budget

Allowable Expenditures	Activity Budget Narrative-Briefly describe the intent of the budgeted funds	
Contractual Services	\$	
Curriculum Development	\$	
Materials and Supplies*	\$	
Personnel	\$	
Staff Development	\$	
Travel	\$	
Other Expenditures**	\$200	Meetings involving the POS/PTR charter members
TOTAL ACTIVITY BUDGET	\$	

*Grant funds may not be used to purchase any promotional items

Innovation Grant Application (FY 2013)

Grant Budget (Form 3)

The overall budget of the entire grant; this must equal the total of all Activity budgets submitted.

SECTION 1: Applicant Information

Community College Name	Carl Sandburg College
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SECTION 2: Grant Budget

	Allowable Expenditures	% of total grant budget
Contractual Services	\$	
Curriculum Development	\$	
Materials and Supplies*	\$5631	88%
Personnel	\$	
Staff Development	\$200	3%
Travel	\$400	6%
Other Expenditures**	\$200	3%
TOTAL ACTIVITY BUDGET	\$6431	100%

*Grant funds may not be used to purchase any promotional items

** Prior ICCB approval is required for any costs listed in "Other Expenditures"