From:	Huang, Tracy
Sent:	Wednesday, January 21, 2015 8:31 AM
To:	Ward, Diva; Bricker, Lizette; Alforja, Melissa
Cc:	Hsieh, Chialin
Subject:	Grant needs assessment meeting 1.15.15
Attachments:	Outcome Measures and Indicators for Grant Funded Programs updated 1.20.1....docx

Hi all,

To keep Mellisa in the loop and make sure we're all on the same page, below is a summary of last Thursday's discussion.

1. Long term and short term outcomes. We went through ESO and A2B logic models and identify where and when data would be available. Please see attached document of outcomes consolidated across the major grants.
2. Brief review of proposed grant tracker database.
   a. This is a big undertaking, so we will need additional discussions operationalize data collection elements, identify technical barriers as well as clarify data accessibility.
   b. Diva expressed a need for a system to combine data from various student services. LC and A2B uses SARSTrak to track some of their usage data.
   c. Diva suggested talking to Kim regarding what types of tutoring and EPIC/SI data she needs for reporting. Kim may be extracting certain data from SARSTrak.
   d. Update: PRIE office has since spoke with Eric, the ITS Director, and he suggested for us to explore SARSTrak. Eric said there is capability for SARSTRAK to be used via the wireless network. He will help us.
3. Program review for grant funded programs. Chialin suggested that each funded program be included in the institutional program review cycle. The team discuss several possibilities and venues to share their work. Possibilities include President's cabinet or leadership meetings. Dean Hsieh suggested that grant funded programs should use their APR forms instead of existing program review templates.
4. Research assistant position. Janet drafted position description and the team reviewed. We will move forward with a 80-100% grant research assistant position and possibly a part-time office assistant position. Grant programs suggested that the PRIE office propose a budget for additional staff as well as funds for applications development. Grant programs also suggested using external evaluation funds to support applications development for external consultant (Zach).

Please send me revisions and/or anything that I missed.

Thanks,
-Tracy

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