**Continuous Improvement Plan**

**Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.**

**Date: 3/31/22** **Name of Program/Unit: Grants Management**

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**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

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| **A. Expected Outcome(s)**  Results expected in this unit  (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) | **B. Measure(s)**  Instrument(s)/process(es) used to measure results  (e.g. survey results, exam questions, etc.) | **C. Target(s)**  Level of success expected  (e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
| Expand Grant Activities and Awareness Across the District | # of Grants 101 Presentations  # of Quick Overviews submitted  # of collaborators across the district on grant development | 6 Grant 101 Presentations and Deliver to 80% faculty and 90% deans/administrators  4 Quick overviews submitted monthly/  Increase number of faculty/staff collaborators by 20% each year |
| Improve Grant Efficiencies | # of proposals submitted  Improve grant development time  Amount of awarded funds  % of award expended by end of grant  % of award expended by end of grant | Proposals submitted to min of 25  Improve time by 33%  Show year over year levels of funding awarded  Increased amount of grant dollars spent |
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**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

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| 1. **Outcome #1**   Expand Grant Activities and Awareness Across the District | |
| 1. **Measure (Outcome #1)**   # of Grants 101 Presentations  # of Quick Overviews submitted  # of collaborators across the district on grant development | 1. **Target (Outcome #1)**   6 Grant 101 Presentations and Deliver to 80% faculty and 90% deans/administrators  4 Quick overviews submitted monthly  Increase number of faculty/staff collaborators by 20% each year |
| 1. **Action Plan (Outcome #1)**   Present during faculty week  Present to Deans and Provosts and Directors (Meet individually w/ Provosts)  Present to Discipline Leads  Recognition of Awarded Grants at all College Day – Focus on awards that impact students  Create and update often new Grants Management Intranet Website  Produce a quarterly mini (1 page) newsletter | |
| 1. **Results Summary (Outcome #1)**   In FY 21:  Delivered the Grants 101 Presentation twice to live audience of faculty/staff  Created the Grants Management web site for internal district use  Placed the Grants 101 Presentation on intranet website  Added web announcements, grant awardees, and information on grant processes to the new Grants Management mini-newsletter  Created and shared 42 Quick Overviews  Collaborated with over 40 administrators, faculty and staff to develop 27 grant proposals | |
| 1. **Findings (Outcome #1)**   Grants 101 Presentations and web/newsletter info have worked well to start grant discussions and have led to inquiries by B. Kirkpatrick (Bio Tech), L. Roy Davis (Quest Committee), L. Powell (Astronomy), and M. Geracie (Advising)  Quick Overviews are very helpful in disseminating the primary information parts of an RFA/RFP  Web presence very helpful  Newsletter reminding/alerting district of grant activities has been well-received, unfortunately web system does not track number of visits | |
| 1. **Implementation of Findings**   GMO will revamp Grants 101 presentation and add a visual map and roles and responsibilities handout/web page for more clarity  Expand dissemination of Quick Overviews for early interest and buy-in | |

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| 1. **Outcome #2**   Improve Grant Efficiencies | |
| 1. **Measure (Outcome #2)**   # of proposals submitted  Improve grant development time  Amount of awarded funds  % of award expended by end of grant | 1. **Target (Outcome #2)**   Proposals submitted to min of 25  Improve time by 33%  Show year over year levels of funding awarded  Increased amount of grant dollars spent |
| 1. **Action Plan (Outcome #2)**   Map out grant processes  Track number of days from Quick Overview to proposal submission  Create visual table(s) showing # of proposals compared to # of awards  Add percentage and formulas to internal tracking spreadsheets to monitor expenditures by grant/awardee | |
| 1. **Results Summary (Outcome #2)**   In FY21  Average number of days to create and submit a proposal was 32  Expenditure activity for 12-month snap shot was 78% | |
| 1. **Findings (Outcome #1)**   Realized need to assist departments in learning more about the grant process and how to use Adobe Sign to review and approve documents  Pre-plan for cyclical grant announcement to lower number of days to create grant proposals and allow for more breathing time to submit  Visual maps and illustrations tell a longer lasting story | |
| 1. **Implementation of Findings**   Map of processes still needed and currently in progress  Implementation of a web-based database that tracks from RFA to Quick Overview to Proposal to Award and Deployment is highly needed and survey in being done to find out what other colleges are using. | |