Preface

Grants represent Los Angeles Harbor College funds and are to be expended following all Harbor College’s policies and procedures. All grants must be in line with the mission statement of the College. There may be special policies and procedures that must be followed due to Federal, State, and local regulations.

Before a grant application is submitted, and before writing the narrative of a grant proposal, the initiator must complete the Grant Summary Form (See Addendum A). This form is designed to assist the Grant Task Force Committee, in the decision making process as well as the initiator in evaluating the administrative, faculty, curricular and budgetary commitments of the College. The procedure has been set in place in order to ensure the proposal is in accordance with the College’s mission and goals of the Educational Master Plan as well as the Department/Division’s Unit Plan (if it applies), and that it has the support of the above before investing further effort in its preparation.

**Los Angeles Harbor College Mission Statement**

Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

**Los Angeles Harbor College Goals**

Los Angeles Harbor College’s goals and strategies to achieve student success with accountability measures are:

- Learning and Instruction
- Student Support and Services
- Participatory Governance
- Partnerships
- Economic Resources
- Institutional Environment and Physical Resources
- Human Resources and Development

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Task Force Committee Composition

- The Grant Committee is a committee of the Academic Senate.
- The Task Force should include one representative from the groups below:
  - Economic Development
  - Academic Affairs
  - Academic Senate (3) and (1) rotating
  - Classified
  - Administrative Services
  - Student Services
  - One representative from the Dean of Institutional Effectiveness
  - Divisions (one from each division)
  - One representative selected by the AFT faculty guild
  - The Institutional Grant Writer

Role and Responsibilities of the Task Force are:

- Monitor grants
- Communicate grants to impacted units including the budget committee
- Make sure the grants address goals and mission of the college
- Make sure the grants are part of the unit’s master plan
- Work with grant writer in the dissemination of prospective grants
- Consult Admissions and Records

Role and Responsibility of the Task Force Chair

- The committee will elect a voting chairperson from the committee members.
- The Dean of Economic Development will act as co-chair to the committee.
- Make sure the Task Force Committee meets regularly
- Keep records for reporting purposes
- Work closely with the office of institutional effectiveness.
- Consult impacted divisions
- Make sure grants are presented to the Senate and CPC and posted on the website as well as distributed manually
- Evaluate staffing needs in consultation with appropriate faculty and division/department chair
- In the event of time constraints for a grant application, the Task Force Committee will convene and authorize the approval of a grant.
Financial/Budget Policies

- The financial/budget policies should list required match.
- The match needs to be reconciled with Administrative Services.
- The grants need to be reconciled with the Budget and Administrative Services.
- A budget plan for salary, benefits, and step increases for personnel will be provided.

Faculty Participation and Requirements

- The Division chair or designee and discipline representative must participate.
- Counselors should be involved as needed.
- Faculty relationships with partners when required.
- Any instruction will be charged to the grants, which will require a certain amount of judgment of who’s going to teach and why
- Division chair must be able to select appropriate faculty to fulfill the need of the grant
- Instruction particularities such as cohorts, learning communities, tutoring, and service learning must be written into the grant (including tutors).

Student Needs Served (Include services provided by the Grant for the Student)

- Counseling services
- Tutoring services
- Evaluate current counseling and tutoring services of the college and if these services need to be written into the grants.

Staff Requirements

- Any staff adjustments must be reported to the Academic Senate and the College Planning Council in a timely manner.
• Evaluating the staff requirements should be on the checklist for the grant team and that would include the division chair or his or her designee.
• Staffing needs must be delineated in the grant.

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Research Obligations
• Institutional research as prescribed by the grant.
• Citations from unbiased pedagogical research that support methodologies and outcomes proposed in the grant.

Institutionalization (if required)
• Evaluate whether the grant meets the goals of the College’s Educational Master Plan.
• The task force must evaluate whether or not the grant requires institutionalization, as prescribed by the grant.
• If the grant requires institutionalization, a proposed time frame must be approved by the Academic Senate and the College Planning Council.

Project Reports
Reports required by the granting agency must be shared with the Academic Senate, CPC, and posted on the LAHC website.

Publication of Results and Academic Freedom
• Academic freedom and rights of the faculty must be observed

Historical Background of Similar Grants
• Make sure that grants not funded generally have a reader’s comment sheet. Make sure there is a copy of unfunded grants critique and copies of funded grants and the annual and quarterly reports from funded grants.
• Unfunded
• Reader’s critique
• Reader’s comments will be available for review.
• Funded
• Annual and quarterly reports will be available in Workforce and Economic Development.

ADDENDUM A

This Addendum A is Proposed by the SAPPC subcommittee of the Academic Senate according to the responsibilities of the Academic Senate as outlined in Section #53200 of Title 5.

MISSION
Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. DATE

2. NAME AND INFORMATION OF CONTACT PERSON

3. NAME OF GRANT

4. OBJECTIVES OF GRANT?

5. AGENCY SPONSORING GRANT?

6. WHAT ARE THE EXPECTED OUTCOMES OF THIS GRANT? HOW WILL SUCCESS BE MEASURED?

7. HOW DOES THE GRANT CONFORM TO HARBOR COLLEGE’S PLANNING REQUIREMENTS?
8. MAXIMUM & MINIMUM AMOUNT OF AWARD. WHAT ARE THE MATCHING REQUIREMENTS?

9. IMPACT OF GRANT ON INSTRUCTION, STUDENT SERVICES, FACILITIES.

10. ESTIMATED ADMINISTRATIVE AND SUPPORT SERVICE COST TO THE COLLEGE?

11. WHICH OFFICE WILL BE LEADING THE GRANT?

12. EQUIPMENT/TECHNOLOGY NEEDS. DOES THE GRANT REQUIRE SPACE TO LOCATE AND PLACE NEW EQUIPMENT/TECHNOLOGY?

13. WHAT ARE THE STAFFING NEEDS FOR THE GRANT? IS OFFICE SPACE AVAILABLE TO LOCATE NEW STAFF?

14. WHAT ARE THE INSTITUTIONALIZATION REQUIREMENTS FOR THIS GRANT? DOES THE GRANT REQUIRE GENERAL FUNDS, STAFF, OR OTHER RESOURCES TO SUSTAIN THE GRANT FROM THE COLLEGE ONCE IT EXPIRES?

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