

MONTGOMERY CAMPUS

TITLE III POLICIES AND PROCEDURES MANUAL

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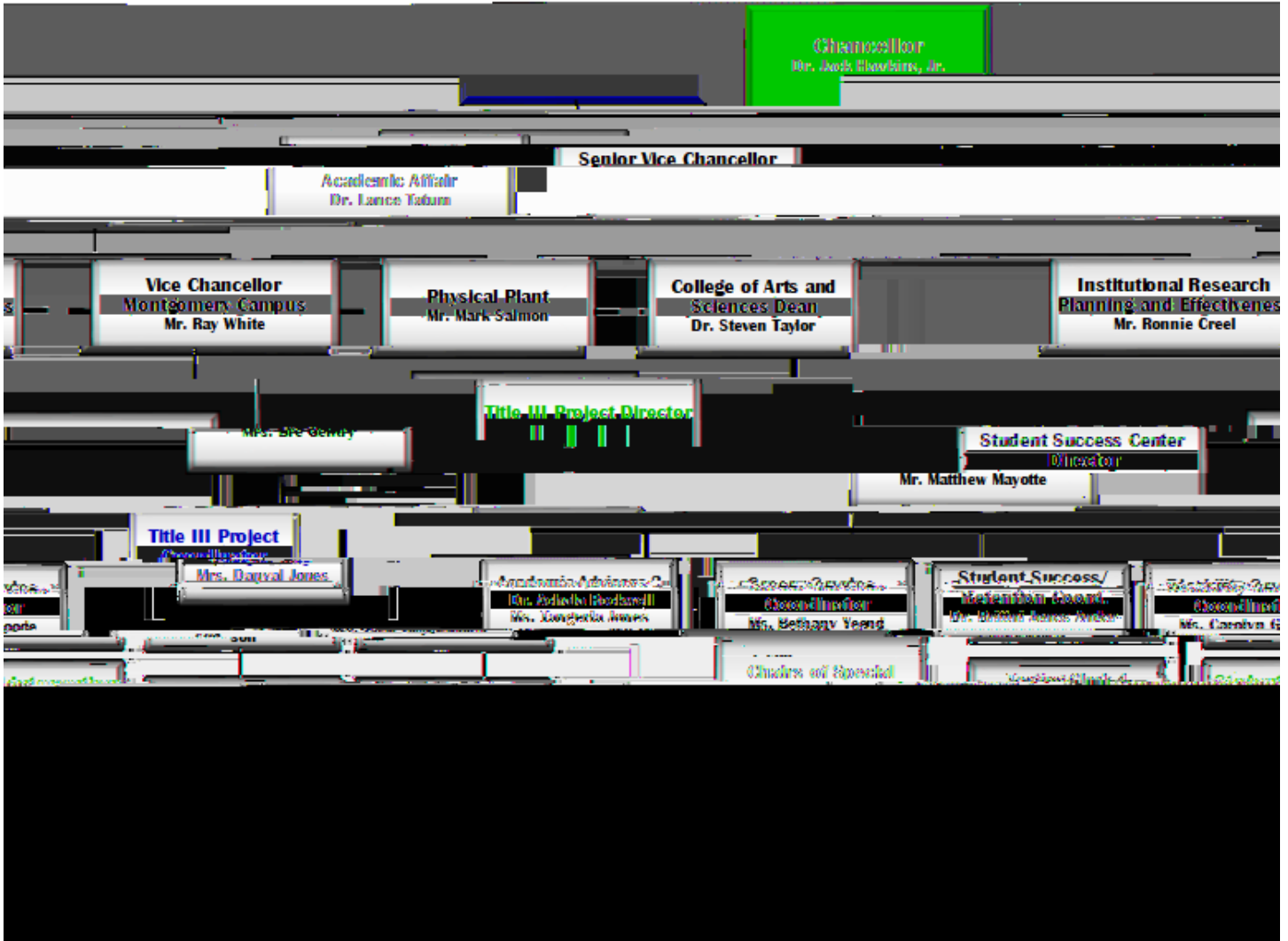
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PURPOSE OF TITLE III STRENGTHENING INSTITUTIONS PROGRAM

<p>Obj. 4: By Sep. 30, 2022, increase percentage of faculty advisors trained in best practices to 40%. (Baseline=0)</p>	<p>At least 40% of faculty advisors trained in best practices</p>
<p>Obj. 5: By Sep. 30, 2022, increase percentage of Troy-Montgomery students who rate academic 44%, as determined by the Montgomery Campus Student Survey. (Baseline=42.6%)</p>	<p>At least 44% of students rated academic advising as students</p>
<p>Obj. 6: By Sep. 30, 2022, increase percentage of Troy-Montgomery students who rate overall to 39%, as determined by the Montgomery Campus Student Survey. (Baseline=35.2%)</p>	<p>At least 39% of students rated overall services/support as</p>

<p>Obj. 3: By Sep. 30, 2024, increase six-year graduation rates of Troy-Montgomery students to 16%. (Baseline=12.3% 2012 cohort)</p>	<p>Six-year graduation rate increased to 16% (2017 cohort)</p>
<p>Obj. 4: By Sep. 30, 2024, increase percentage of faculty advisors trained in best practices to 80%. (Baseline=0)</p>	<p>At least 80% of faculty advisors trained in best practices</p>
<p>Obj. 5: By Sep. 30, 2024, increase percentage of Troy-</p>	

ORGANIZATIONAL CHART (TITLE III IN RED)



TITLE III PERSONNEL JOB REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

Title III Project Director

1.0 FTE | 100% Time and Effort | Strategies 1, 2; Project Management

Title III Project Director

English/Writing Center Professional Tutor
1.0 FTE | 100% Time and Effort | Strategy 1

English/Writing Center Professional Tutor

**Required
Education and
Experience**

External Evaluator (Ms. Kay Floyd)

Following Troy- external
evaluator with qualifications and experience that include a minimum of three years of prior experience
evaluating federally funded projects, preferably those funded under Title III; knowledge of statistical analysis
and evaluation design; and association with a professional evaluation organization such as the American
Evaluation Association.

Changes in Key Personnel

Any request for changes in key personnel will be submitted to the U.S. Department of Education for approval.

Time and Effort Documentation

All Title III Personnel will complete a Time and Effort Report at the end of every month. This report is to be given to the Title III Project Director by the 5th day of the following month. The Title III Project Director will

Project Staff Weekly Meetings

The Title III Personnel consisting of the Title III Project Director, Title III Project Coordinator, Student Intervention Coach, Math/Science Center Tutor, and English/Writing Center Tutor will have weekly staff meetings to review the progress of the grant activities to ensure that goals and objectives are being addressed and steady progress is occurring. These meetings will also provide an opportunity for early identification of any issues and development of corrective actions to avoid situations that have the potential to impede successful project implementation.

Title III Committee Monthly Meetings

A Title III Committee, consisting of project staff and representatives from key areas, will meet monthly to establish a line of communication between all stakeholders and the project and to further ensure progress and integration into the culture of the University. The Troy University Title III Committee consists of the following:

Title III Project Director Mrs. Bre Gentry (Chair)
Vice Chancellor of Montgomery Campus Mr. Ray White (Ex-officio)
Title III Project Coordinator Ms. Danyal Jones
Chair of Special Advisory Committee to the Title III Director Dr. Sharon Everhardt
Chair of Special Advisory Committee to the Title III Director Dr. Robert Vilardi
Center for Student Success Director Mr. Matt Mayotte
Dean of Student Services Mr. Jim Smith

Care Teams Committee Monthly Meetings

A Care Teams Committee, consisting of project staff and representatives from key areas, will meet monthly to guide the development and implementation of care teams for student success. The Troy University Care Teams Committee consists of the following:

Financial Literacy Advisory Board Monthly Meetings

A Financial Literacy Advisory Board, consisting of project staff, School of Business faculty and community stakeholders, will meet monthly to guide and navigate a financial literacy program at Troy University. (*Once a financial literacy program is established and operating regularly, meetings can be extended to quarterly*). The Troy University Financial Literacy Advisory Board consists of the following:

Workforce Development Committee (WDC) Monthly Meetings

A Workforce Development Committee (WDC), consisting of project staff, Career Services staff, and community stakeholders, will meet monthly to provide guidance and input and to further ensure the development

Monthly Progress Reports

Monthly Progress Reports will be completed by the Title III Project Coordinator. These reports will summarize the Time and Effort reports from all Title III staff and include project timelines and accomplishments, expenditures, professional development, summary of project travel, status of CSS renovations, and updates on project evaluations. These reports will be submitted to the Title III Project Director no later than the 15th day of the month after the reported month ends.

Quarterly Progress Reports

Quarterly Progress Reports will be completed by the Title III Project Coordinator. These reports will summarize the Time and Effort reports from all Title III staff and include project timelines and accomplishments, expenditures, professional development, summary of project travel, status of CSS renovations, and updates on project evaluations. These reports will be submitted to the Title III Project Director no later than the 15th day of the month after the reported quarter ends. Quarterly reports of progress and accomplishment will be shared with the Title III Committee and campus community.

Interim Report

The Interim Report is the first reporting requirement to the U.S. Department of Education and will document the first six months of the grant. This report typically opens on April 1st and is due on April 30th. (CFR 200.328).

Annual Performance Report

The Annual Performance Report is due 90 calendar days after the grant year (usually by December 31). The Annual Performance Report includes the following: (CFR 200.328)

1. A comparison of actual accomplishments with the goals and objectives established for the period.
2. Reasons why established goals were not met, if appropriate.
3. Other pertinent information including, when appropriate, analysis, and explanation of cost overruns or high unit costs.

Final Performance Report

The Final Performance Report is due 90 calendar days after the expiration or termination of the award. The

BUDGET PROCEDURES

Budget and Financial Management

The Title III Project Director and Chair of Special Advisory Committee to the Title III Director are responsible for maintaining the Title III budget. Troy University purchasing protocols will be used to make purchases with grant funds. The Title III Project Director will work closely with the Account Clerk in the Purchasing Department at Troy-Montgomery to ensure compliance with purchasing protocols. All purchases using Title III funds must be consistent with Troy University policy and align with federal grant allowances. All purchases must be approved by the Title III Project Director.

APPENDIX A

FORMS

TITLE III Project Office

TITLE III Project Office

Montgomery Campus

Quarterly Progress Report

Year: _____ Quarter: __ **1** (Oct-Dec) __ **2** (Jan-Mar) __ **3** (Apr-Jun) __ **4** (Jul-Sep)

Date Completed: _____

****This report must be completed and submitted to the Title III Project Director by the 15th of the month following the end of the reporting quarter.***

Project Title: *Creating a Central Envi*

Objective 3: By Sept. 30, 2025, increase six-year graduation rates of Troy-Montgomery students to 19%. (Baseline=12.3%)	
Objective 4: By Sept. 30, 2025, increase percentage of faculty advisors trained in best practices to 95%. (Baseline=0%)	
Objective 5: By Sept. 30, 2025, increase percentage of Troy-Montgomery students who rate academic advising as "excellent" to 52%, as determined by the Montgomery Student Survey. (Baseline=42.6%--2019 MCSS)	
Objective 6: By Sept. 30, 2025, increase percentage of Troy-Montgomery students who rate overall services/support as "excellent" to 45%, as determined by the Montgomery Student Survey. (Baseline=35.2%--2019 MCSS)	
Objective 7: By Sept. 30, 2025, increase functional student success space by at least 7,500 sf. (Baseline=2,189 sf)	

Other Data Collections for this Reporting Quarter:

14. **Title III Personnel Time and Effort:**
the reporting quarter.

Title III Personnel	Time and Effort

15. **Travel:** Provide the following for each Conference, Workshop, Training, Meeting, etc. attended by Project Staff or other Staff and paid with Title III funds during the reporting quarter.

Name of Traveler	Traveler's Title	Name of Conference, Meeting, etc.	Location/Dates	Amount Spent

Title III Project Office

Montgomery Campus

Professional Development Travel Report Form

This form should be completed and returned to the Title III Project Office within three working days after returning from a conference, workshop, or other travel using Title III funds. (This includes vir

Title III Project Office

Montgomery Campus

Equipment Inventory Form

All equipment purchases with Title III funds must be recorded and inventoried annually.

Equipment/Item Name	Brand, Make, Model
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TIME AND EFFORT REPORT

SECTION A. EMPLOYEE INFORMATION

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

FUND SOURCE ACCT #

% of EFFORT

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by grant/contract)

- 1)
- 2)
- 3)

FUND SOURCE ACCT #

% of EFFORT

Total Efforts (must equal 100%):

0%

Number of sick hours taken during reporting period:

Number of vacation hours taken during reporting period:

Number of other hours taken during reporting period:

SECTION C. SIGNATURES

QUARTERLY VERIFICATION - PERSONNEL CERTIFIED REPORT

