UNDERGRADUATE ACTIVITY WORKSHEET

Please return this worksheet attached to the front of the Title III Proposal

NEW PROPOSALS MUST REFERENCE ONE OF THE L1 – L12 CATEGORIES

Please be advised that the mere submission of a proposal does not guarantee Title III funding. Further, if funding is subsequently approved, please be advised that the level of funding will be based both on the nature of the activity and the availability of funds.

<table>
<thead>
<tr>
<th>Name of School/College/Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>Phone No.</td>
</tr>
<tr>
<td>Currently Funded by Title III</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Approval Signature: Dean/Departmental Chair/Director</td>
</tr>
</tbody>
</table>

Part 1 List the total dollars requesting for the period 2005-2006 period: $_________________.

Part 2 Review Attachment A and select one of the four focus areas the activity will address.

___ Academic Quality ___ Student Services and Outcomes ___ Fiscal Stability ___ Institutional management

Part 3 List total the amount requested for each of the following categories after you have completed form IV.B. Individual Activity Budget Narrative (Detail).

<table>
<thead>
<tr>
<th>LAA</th>
<th>LAA Category [Note: All listed activities are directly from legislation]</th>
<th>Amount Requested</th>
<th>See Attach.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>L2</td>
<td>Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services.</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>L3</td>
<td>Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>L4</td>
<td>Academic instruction in disciplines in which Black Americans are underrepresented.</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>L5</td>
<td>Purchase of library books, periodicals, and other educational materials, including telecommunications program material.</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>L6</td>
<td>Tutoring, counseling, and student service programs designed to improve academic success.</td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>L7</td>
<td>Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.</td>
<td></td>
<td>H</td>
</tr>
<tr>
<td>L8</td>
<td>Joint use of facilities, such as laboratories and libraries.</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>L9</td>
<td>Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.</td>
<td></td>
<td>J</td>
</tr>
<tr>
<td>L10</td>
<td>Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.</td>
<td></td>
<td>K</td>
</tr>
<tr>
<td>LAA</td>
<td>LAA Category</td>
<td>Amount Requested</td>
<td>See Attach.</td>
</tr>
<tr>
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</tr>
<tr>
<td>L11</td>
<td>Establishing community outreach programs which will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education.</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>L12</td>
<td>Establishing or improving an endowment</td>
<td></td>
<td>M</td>
</tr>
</tbody>
</table>

**IMPORTANT:** The proposed 2005-2006 Outcome Objective on Form III.A. MUST include/address in part or whole the specific process measures indicated on attachments B-I to justify funds requested in the above category (ies). (Only review Attachments B-I in the categories where funds are requested, to ensure the inclusion of required process measures in the outcome objectives).
ATTACHMENT B

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES – (L1)
Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.

Did the amount of scientific or laboratory educational equipment rented or leased increase?
   If yes: Start $ spent on equipment __________
              End $ spent on equipment __________
              Outcome Objective # __________

Did the quality of scientific or laboratory educational equipment rented or leased increase?
   No standardized data elements

Did student access to scientific or laboratory educational equipment rented or leased increase?
   If yes: Start # of students __________
                 End # of students __________
                 Outcome Objective # __________

Did the amount of scientific or laboratory educational equipment purchased increase?
   If yes: Start $ spent on equipment __________
              End $ spent on equipment __________
              Outcome Objective # __________

Did the quality of scientific or laboratory educational equipment purchased increase?
   No standardized data elements

Did student access to scientific or laboratory educational equipment purchased increase?
   If yes: Start # of students __________
                 End # of students __________
                 Outcome Objective # __________

Did the amount of scientific or laboratory research equipment rented or leased increase?
   If yes: Start $ spent on equipment __________
              End $ spent on equipment __________
              Outcome Objective # __________

Did the quality of scientific or laboratory research equipment rented or leased increase?
   No standardized data elements

Did student access to scientific or laboratory research equipment rented or leased increase?
   If yes: Start # of students __________
                 End # of students __________
                 Outcome Objective # __________

Did the amount of scientific or laboratory research equipment purchased increase?
   If yes: Start $ spent on equipment __________
              End $ spent on equipment __________
              Outcome Objective # __________

Did the quality of scientific or laboratory research equipment purchased increase?
   No standardized data elements

LAA PROCESS MEASURES – (L1) continued
Did student access to scientific or laboratory research equipment purchased increase?

*If yes:* Start # of students __________
  End # of students __________
  Outcome Objective #

Other: __________________________________________________________

*If yes:* Start __________
  End __________
  Outcome Objective # __________
ATTACHMENT C

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES - (L2)

Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.

Did the number of classrooms constructed increase?
If yes: Start # of wired classrooms _________
End # of wired classrooms ___________
Outcome Objective # ________________

Did the square feet of library space constructed increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ________________

Did the number of laboratories constructed increase?
If yes: Start # of labs ________________
End # of labs ___________________
Outcome Objective # ________________

Did the square feet of other institutional space constructed increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ________________

Did the number of classrooms maintained increase?
If yes: Start # of wired classrooms _________
End # of wired classrooms ______________
Outcome Objective # __________________

Did the square feet of library space maintained increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ________________

Did the number of laboratories maintained increase?
If yes: Start # of labs ________________
End # of labs ___________________
Outcome Objective # ________________

Did the square feet of other institutional space maintained increase?
If yes: Start square feet ________________
End square feet __________________
Outcome Objective # ________________
LAA PROCESS MEASURES - (L2) continued

Did the number of classrooms renovated or improved increase?
If yes: Start # of wired classrooms ______________
End # of wired classrooms __________________
Outcome Objective # ________________________

Did the square feet of library space renovated or improved increase?
If yes: Start square feet ______________
End square feet __________________
Outcome Objective # ________________________

Did the number of laboratories renovated or improved increase?
If yes: Start # of labs ____________
End # of labs ________________
Outcome Objective # ________________________

Did the square feet of other institutional space renovated or improved increase?
If yes: Start square feet ______________
End square feet __________________
Outcome Objective # ________________________

Did the number of classrooms wired for the internet increase?
If yes: Start # of wired classrooms
End # of wired classrooms ______________
Outcome Objective # ________________________

Did the number of access terminals to library databases and records increase?
If yes: Start # ____________
End # ________________________
Outcome Objective # ______________

Did the amount of instructional facilities with deferred maintenance needs decrease?
If yes: Start total square feet ______________
End total square feet __________________
Outcome Objective # ________________________
LAA PROCESS MEASURES - (L3 )

Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty

Did the number of faculty trained in educational technology increase?
  If yes: Start # of faculty ________________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty trained in new or alternative teaching techniques increase?
  If yes: Start # of faculty ________________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty developing new curriculum increase?
  If yes: Start # of faculty ____________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty developing new teaching techniques increase?
  If yes: Start # of faculty ____________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty receiving fellowships or other assistance to attain advanced degrees increase?
  If yes: Start # of faculty ________________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty with advanced degrees increase?
  If yes: Start # of faculty ____________
          End # of faculty ____________
          Outcome Objective # ____________

Did the number of faculty participating in faculty exchanges increase?
  If yes: Start # of faculty ________________
          End # of faculty ____________
          Outcome Objective # ____________
ATTACHMENT E

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES-(L4)

Academic instruction in disciplines in which Black Americans are underrepresented.

Did the number of new academic programs increase?
   If yes: Start # of academic programs_________
           End # of academic programs_________
           Outcome Objective # __________

Did the number of academic courses under development increase?
   If yes: Start # of academic programs_______
           End # of academic programs_______
           Outcome Objective # ________

Did the academic courses undergoing revision increase?
   If yes: Methodology Used (check all that apply)
           ______ Teacher Survey
           ______ Test Scours
           ______ Class Observation

Did the course completion rate of students in revised courses increase?
   If yes: Start % completion rate________
           End % completion rate________
           Outcome Objective # ________

Did the course satisfaction rate of students in revised courses increase?
   If yes: Start # __________
           End # __________
           Outcome Objective # ________
DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L5)

Purchase of library books, periodicals, and other educational materials, including telecommunications program material

Did the number of library books increase?
If yes: Start #
End #
Outcome Objective #

Did the number of periodical subscriptions increase?
If yes: Start #
End #
Outcome Objective #

Did the number of educational materials increase?
If yes: Start #
End #
Outcome Objective #

Did the number of telecommunications program materials increase?
If yes: Start #
End #
Outcome Objective #

Other: ____________________________________________
If yes: Start ___________________
End ___________________
Outcome Objective #__________
ATTACHMENT G

LAA PROCESS MEASURES (L6)

Tutoring, counseling, and student service programs designed to improve academic success.

Did the number of tutors increase?

*No Standardized data elements*

Did the quality of tutors increase?

*No Standardized data elements*

Did access to tutors increase?

*No Standardized data elements*

Did the number of counselors increase?

*No Standardized data elements*

Did the number of students using tutoring services increase?

*If yes:* Start #  
End #  
Outcome Objective #

Did the number of students using counseling services increase?

*If yes:* Start #  
End #  
Outcome Objective #

Did the number of students satisfied with tutoring services increase?

*If yes:* Start #  
End #  
Outcome Objective #

Did the number of students satisfied with counseling services increase?

*If yes:* Start #  
End #  
Outcome Objective #
DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L7)

Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.

Was the number of FTE hired for improvement of funds management increased?  
If yes: Start FTE __________
End FTE __________
Outcome Objective # __________

Was relevant staff trained in how to use new funds management systems?  
If yes: Start # trained staff __________
End # trained staff __________
Outcome Objective # __________

Was the number of FTE hired for improvement of administrative management systems increased?  
If yes: Start FTE __________
End FTE __________
Outcome Objective # __________

Was relevant staff trained in how to use new administrative management systems?  
If yes: Start FTE trained __________
End FTE trained __________
Outcome Objective # __________

Did you establish or enhance a funds management quality control system?  
No standardized data elements

Did you establish or enhance a purchasing and inventory management system?  
No standardized data elements

Did you establish or enhance a student financial aid system? No standardized data elements

Did you establish or enhance an institutional research system? No standardized data elements

Did you establish or enhance an admissions or registration system? No standardized data elements

Did you establish or enhance a student tracking system?  
No standardized data elements
ATTACHMENT I

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L8)
Joint use of facilities, such as: laboratories and libraries.

Was there an increase in the quality and utility of facilities available?

No standardized data elements

Was there an increase in available joint library services?

No standardized data elements

Were there an increase in access (increased ours, access to more educational materials) to joint facilities for students?

No standardized data elements

Was there an increase in access (increased hours, access to more education materials) to joint facilities for faculty?

No standardized data elements

Was there an increase in available joint library space?

If yes:  Start square feet _________

End square feet __________

Outcome Objective # __________

Was there an increase in available joint library holdings?

If yes:  Start # holdings __________

End # holdings __________

Outcome Objective # __________

Other: ___________________________________

If yes:  Start ______________

End __________

Outcome Objective #
LAA PROCESS MEASURES (L9)
Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.

Was the number of FTE staff devoted to development office increased? (grant-writing, fundraising, direct mail, public relations)
If yes: Start FTE ______________
End FTE __________________
Outcome Objective # __________________

Was a development data base or information management system established?
No standardized data elements

Was the number of potential donors increased?
If yes: Start # of potential donors
End # of potential donors __________________
Outcome Objective # __________________

Was the number of donors increased?
If yes: Start # of donors ______________
End # of donors __________________
Outcome Objective #

Was the total number of dollars raised increased?
If yes: Start $ ______________
End $ ______________
Outcome Objective #

Was the average number of dollars per donor increased?
If yes: Start $ per donor ______________
End $ per donor ______________
Outcome Objective #

Was relevant staff trained in fund raising?
If yes: Start # trained staff ______________
End # trained staff __________________
Outcome Objective #

Was relevant staff trained in funds management?
If yes: Start # of trained staff ______________
End # of trained staff __________________
Outcome Objective #
ATTACHMENT K

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L10)

Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.

Was a teacher preparation program established?

No standardized data elements

Was an articulation agreement established with a school of education?

No standardized data elements

Was a teacher education program established?

No standardized data elements

Was a teacher certification program established?

No standardized data elements

Did the number teacher education faculty increase?

If yes: Start # of faculty __________________
         End # of faculty ________________
         Outcome Objective # __________

Did the number of students enrolled in a teacher education program (or teacher preparation program) increase?

If yes: Start # of students ______________
         End # of students ______________
         Outcome Objective # __________

Did the number of students graduating from the teacher education program (or teacher preparation program) increase?

If yes: Start # of students ______________
         End # of students ______________
         Outcome Objective # __________

Was the number of teacher education courses increased?

If yes: Start # of courses ______________
         End # of courses ______________
         Outcome Objective # __________

Did the number of teacher education courses undergoing renovation increase?

If yes: Start # of courses __________
         End # of courses __________
         Outcome Objective # __________
LAA PROCESS MEASURES (L10) continued

Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.

Did the number of teacher education faculty participating in cultural training increase?
If yes:  
Start # of faculty ________
End # of faculty ________
Outcome Objective # ________

Did the number of teacher education faculty participating in technology training increase?
If yes:  
Start # of faculty ______________
End # of faculty __________
Outcome Objective # __________

Did the number of teacher education faculty participating in general training increase?
If yes:  
Start # of faculty ______________
End # of faculty __________
Outcome Objective # __________

Did student support services for teacher education students improve?

No standardized data elements

Did the number of teacher education graduates entering teacher education certificate programs increase?
If yes:  
Start # of students ______________
End # of students ______________
Outcome Objective # __________
ATTACHMENT L

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L11)
Establishing community outreach programs which will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education.

Was a community outreach program to elementary and secondary students established?
No standardized data elements

Did the number of schools reached increase?
If yes: Start # of schools
End # of schools
Outcome Objective #

Did the number of teachers reached increase?
If yes: Start # of teachers
End # of teachers
Outcome Objective #

Did the number of students reached increase?
If yes: Start # of students
End # of students
Outcome Objective #

Did the number of parents reached increase?
If yes: Start # of parents
End # of parents
Outcome Objective #

Did the number of faculty involved in the outreach increase?
If yes: Start # of faculty
End # of faculty
Outcome Objective #

Did the number of graduate students involved in the outreach increase?
If yes: Start # of students
End # of students
Outcome Objective #

Were students’ attitudes and interests in postsecondary education improved?
If yes: Methodology used (check all that apply): ___ Student survey ___ Teacher survey ___ Class observation ___ Interview ___ College application rate

Were teachers’ attitudes and interests in postsecondary education improved?
If yes: Methodology used (check all that apply): ___ Teacher survey ___ Class observation ___ Interview
Were parents’ attitudes and interests in postsecondary education improved?  
*If yes: Methodology used (check all that apply): ___ Student survey 
  ___ Teacher survey ___ Parent survey 
  ___ Interview*

Were teachers’ teaching skills improved?  
*If yes: Methodology used (check all that apply): ___ Class observation ___ Test scores 
  ___ College application rate*

Were students’ academic skills improved?  
*If yes: Methodology used (check all that apply): ___ Teacher survey ___ Test scores 
  ___ Class observation 
  ___ College admission rate*
ATTACHMENT M

DO NOT answer the questions. Use the attachment as a guide to assist with US Department of Education’s expected results for each funded Outcome Objective (Form III.A.)

LAA PROCESS MEASURES (L12)
Establishing or improving an endowment.

Was an institutional endowment established for the first time?

No Standardized date element

Was the endowment matched raised.
If yes:  Start $___________
        End$___________
        Outcome Objective# ____________

Were the endowment funds invested?
If yes:  Start $___________
        End$___________
        Outcome Objective#_______