SUMMER ACADEMIES 2024

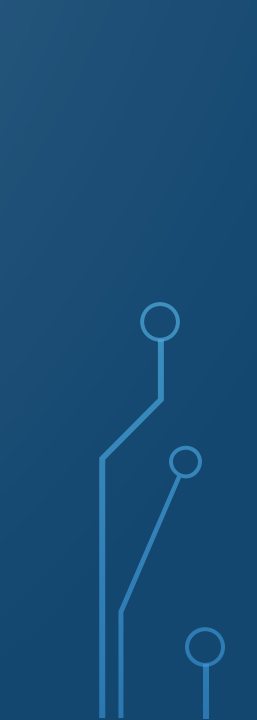## Technical Assistance Meeting

Friday, August 18, 2023

TODAY'S AGENDA

- Brief Background

- Review of eligibility

- Tips, general guidelines, absolute priorities

- Review of application

- Reviewer Rating Scale

- Grant timeline

- Next steps and program support

The 1989 Oklahoma Legislature in Senate Bill 269 appropriated funds to the Oklahoma State Regents for Higher Education for Summer Academies.

The Summer Academies promote instructional curriculum and techniques designed to stimulate interest in the Science, Technology, Engineering, and Mathematics (STEM) fields, and to encourage multidisciplinary, hands-on experiences for Oklahoma students that spark interest in furthering their higher education experiences.

ELIGIBILITY

- Accredited Oklahoma degree-granting institutions of higher education

- Must serve only Oklahoma students, rising 8th -12th grade

- Only 3 year proposals will be considered

- Maximum two week Academies *

GENERAL GUIDELINES

- Not traditional classroom experience
- Hands-on activities
- Student exploration, experimentation, career motivation
- MINIMUM Lecture!
- <u>NO funds</u> from students/parents

ABSOLUTE PRIORITIES

Provide stimulating learning opportunities, combine learning and fun

Encourage enrollment and success in college as an expected and logical outcome for all student participants, with particular emphasis on outreach to underserved subgroups.

- Build student confidence and knowledge level in STEM

- Develop and promote career and educational aspirations

- Help develop early awareness about need to plan for college

- Immerse student participants in an authentic college campus experience

- Establish partnerships with Oklahoma businesses, community and nonprofit organizations, who can tie academy knowledge and higher education attainment to future related work experiences and careers*

NOTES FOR FY 24

- Once again a 3 year grant-
  Awarded academies will be required to submit material each year, narrative, budget, etc.

- NEW DEADLINE FOR PROPOSALS (Sept 15- has been Sept 30th in the past)
  - For those of you that had an academy this summer and are planning to submit a proposal, your final reports for summer 2023 and your new proposal will be due on the same day

- NEW DEADLINES for ALL FINAL REPORTS
  - each year- 21 days after last date of academy participant list and written report due
  - each year- Sept 1 final report of expenditures due)

- SSN – we recommend not asking for SSN until they are accepted

- You are working with minors, your campus has training for minors on campus, be sure you adhere to your policies

WE ENCOURAGE YOU TO ACTIVELY RECRUIT UNDERSERVED STUDENTS

- Reach out to schools, tribes, community centers, counselors, science/math teachers, churches, other civic/community organizations that serve the students that are most likely to be underserved in the STEM fields.

- Recognize and accommodate <u>barriers</u> related to underserved students.

STUDENT APPLICATION STUMBLING BLOCKS

- Requiring a high GPA or high ACT score

- Having an extensive application process

  - Lengthy forms/lengthy essays

  - Requiring letter of reference or signature from principal

  - Asking for ONLY school references

  - Please ensure easy access to the application

RESIDENTIAL OR COMMUTER

- If you have the ability we STRONGLY encourage you to host a residential academy

- If you have a commuter academy please consider:
  - An academy schedule 9:00 am – 4:00 pm may create a barrier
  - we encourage you to schedule for longer than a work day and consider holding the drop off and pick up times outside of the regular work day
  - consider providing transportation

HONOR STATEMENT FOR APPLICATION - RECOMMENDED

Several hundred Oklahoma students are applying for State Regents Summer Academies. Students attending more than one State Regents Summer Academy may prevent many other students from having this opportunity. Although some Academies do not have waiting lists, others have very long waiting lists.

So that more students may attend a State Regents Summer Academy, I will notify Academy Directors if I am accepted for more than one 2024 Academy.

Applicant signature_____

Parent/Guardian signature_____

TO SUBMIT A PROPOSAL

- RFP can be found at https://www.okhighered.org/grant-coordination/osrhe-grants.shtml#sa

- Complete the online application: 2024 STEM Summer Academy Submission Form

- Within the online application, you will upload the following:
  - Professional Staff Brief Vitae
  - Letter of Institutional Support (Sample in RFP)
  - Proposal Narrative – make sure you organize/use headings, etc.
  - Student Participant Application Questions and Requirements
  - FY24 Summer Academies Budget
  - FY24 Summer Academies Statement of Assurances
  - FY24 Recipient Commitment Form

2024 STEM Summer Academy Submission Form

NOTE: This form cannot be saved and should be completed in its entirety at one time. For longer responses, it is recommended that you copy/paste from another document.

Any information provided in this form may be published on the OSRHE website if the academy is selected.

Introduction Information

1. Name(s) of submitting higher education institution(s) *

2. Name of branch/campus *

List city, state

3. Mailing address of submitting higher education institution *

Include dept/unit, street address/P.O. Box number/city, state, zip code

4. Name of proposed academy *

5. Topic of proposed academy *

6. Dates of proposed academy(ies) *

7. Targeted grades (Check all that apply.) *

☐ 8th Grade   ☐ 9th Grade   ☐ 10th Grade   ☐ 11th Grade

☐ 12th Grade

8. Total number of students to be served *

If proposal is for same academy offered twice, provide total sum of all students.

9. Type of academy *

Select or enter value   ▼

10. Total State Regents requested funds for 2024 *

11. Total other funds for 2024

12. Academy Director - Contact Information

Academy director contact information is required for submission.

Academy director title/honorific *

(e.g Dr. Mr. Mrs. Ms.)

[   ]

Academy director first and last name *

[   ]

Academy director phone number *

[🇺🇸 ▾] [+1 (___) ___-____]

Academy director phone extension

[   ]

Academy director email address *

[   ]

13. Co-Director/Alternate - Contact Information

At least one co-director or alternate is required for submission.

Please choose one: *

[Select   ▾]

Title/honorific *

(e.g Dr. Mr. Mrs. Ms.)

[...]

First and last name *

[   ]

Phone number *

🇺🇸 ▾ +1 (___) ___-____

Phone extension

Email address *

14. Co-Director/Alternate - Contact Information

At least one co-director or alternate is required for submission.

Please choose one:

Select ▾

Title/honorific

(e.g Dr. Mr. Mrs. Ms.)

····

First and last name

Phone number

🇺🇸 ▾ +1 (___) ___-____

Phone extension

Email address

15. Overview

(Maximum ==100 words==) Should be a clear, concise description of the academy, including title and content focus, as well as how the student applies. We prefer a link to the application. The overview will provide the initial link to your Summer Academy on the State Regents webpage. Your overview is the ==advertisement== for your Summer Academy, and it should be ==appealing== to the ==students== you are targeting for recruitment. Include contact information and/or link to apply at the end of the overview.

1. **Institutional Grant Policy**

_____ Our institution abides by a current official grant policy. The policy is located at _____ _____ and was updated on (date) _____. (If the policy is not publicly available online, a copy of it must be furnished in addition to this form.)

4. Proposal narrative

5. Letter of institutional support

6. Professional staff brief vitae

7. Student participant application questions and requirements - Please upload your student application; if your student application is not yet completed, please upload a document with the questions you plan to ask your applicants as well as any requirements you may have.

Please upload the seven supporting documents: *

Drag and drop files here or browse files

☐ **Summer Academy Budget is uploaded.** *

☐ **Signed Summer Academy Statement of Assurances is uploaded.** *

☐ **Completed and Signed Recipient Commitment Form is uploaded.** *

☐ **Proposal narrative is uploaded.** *

☐ **Signed letter of institutional support is uploaded.** *

☐ **Professional staff brief vitae is uploaded.** *

☐ **Student participant application questions and requirements are uploaded.** *

☐ Send me a copy of my responses

Submit

SUMMER ACADEMY GRANT PROPOSAL REVIEWER RATING FORM

Academy Name: _____   Commuter - Residential (indicate one)

Points will be awarded for each item based on the following scale:

In the proposal this area needs development=1, sometimes meets expectations=2, meets expectations=3, sometimes exceeds expectations=4, always exceeds expectations=5. Sections worth 10 points can use this scale but double point value (2, 4, 6, 8, or 10).

Awarded	Possible	Alignment with Summer Academy Priorities and Guidelines – Total of 35 points
	5	The goal of the Academy is clearly stated, consistent with the Summer Academy Priorities and Guidelines, and appropriate for targeted students with particular emphasis on those most likely to be underserved in science, technology, engineering and mathematics (STEM).
	5	The Academy daily schedule provides stimulating, challenging and relevant STEM learning opportunities, including hands-on and experimentation. **Priority 1, 1a**
	5	Academy activities are designed to develop student awareness about the need to plan for college through information about college admissions, OK Promise, OKCollegestart.org, Pell Grants, and other opportunities. **Priority 2b**
	5	The Academy fully exposes student participants to the experience of living on a college campus or attending as a commuter student. **Priority 2c**
	5	The proposal links success in college with accomplishment in Academy STEM activities and eventual high school core course-taking. **Priority 1b, 2a**
	5	The proposal provides opportunities for exploration of careers and areas of study at post-secondary institutions. **Priority 2a, 2c**
	5	The proposal demonstrates partnerships with Oklahoma business and industry and/or relevant community and nonprofit organizations through which relevant work experiences are brought to students. **Priority 2c**

Comments:

Awarded	Possible	Administrative Plan – Total of 20 points
	5	Key personnel are identified with their qualifications and Academy position included.
	5	Appropriate expertise (higher education faculty, K-12 teachers, industry experts, and high school/college students) is available to support the proposed activities.
	5	Adequate facilities have been arranged to accommodate instruction and lodging (if residential).
	5	The proposal contains a plan for supervision of students.

Comments:

Awarded	Possible	Recruitment and Selection of Participants – Total of 20 points
	10	The recruitment and selection process is clearly described, consistent with Summer Academy Priorities and Guidelines and equitable to all students.
	5	The student application process is clear and is not cumbersome for underserved students.
	5	The Academy Overview is engaging and exciting in order to appeal to targeted students.

Comments:

Awarded	Possible	Budget – Total of 10 points
	5	The budget is aligned with the Summer Academy Guidelines and Procedures.
	5	The budget is appropriate for the scope of the proposal and demonstrates institutional support and leveraging of other funding sources.

Comments:

Awarded	Possible	Project Evaluation – Total of 10 points
	5	The proposed project outcomes and their assessments are clearly identified and sound.
	5	The methods and timelines for data collection, program review, and dissemination are clearly specified.

Comments:

Awarded	Possible	Proposal Quality – Total of 5 points
	5	The proposal is well written and organized. Directions were followed. Deadlines were met.

Comments:

	Possible	
	100	TOTAL EVALUATION SCORE

Comments:

FUNDING FORMULA

- Residential – up to $200 per FTE per day
- Commuter – up to $175 per FTE per day
- Full time is at least 6 hours per day

REVIEW PROCESS

- Proposals will be prescreened for submission requirements, proposals not meeting all requirements, signatures etc. will not be reviewed.

- A review team will evaluate proposals according to requirements and Reviewer Rating Form, and make recommendations for academies to be awarded. Please make sure you are familiar with the Reviewer Rating Form.

- We reserve the right to take geographic location and proposed academy topic into consideration.

FOR AWARDED PROPOSALS

- After the December Regents meeting your president will receive an email with an attached agreement from "Division of Academic Affairs, OSRHE", you will be CC'd. It is your responsibility to make sure we get the signed agreement back by the deadline

- Awardees may start distributing information after Directors' orientation meeting in January

- OSRHE Communication Department will have a design to add to your website if you want to use that

- Double check your academy information in January

TIMELINE RFP PAGE 3

- September 15, 2023 Proposal submission due

- December 7, 2023 Grants awarded at Regent's Meeting

- January 19, 2024 Orientation meeting for Directors of funded Summer Academies

- February 1, 2024 Final Overview edits due (including URLs & application information)

- March 1, 2024 Student application goes live on Okcollegestart website

- April 1, 2024 Student selection may begin

- April 30, 2024 First 50% of payment sent out

- June 30, 2024 Second 50% of payment sent out

CONTACT INFORMATION:

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