

## CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 9000 (August 24, 1987) REVISED

SUBJECT: President's Educational Improvement Fund (EIF)

A. References:

1. Guidelines for the President's Educational Improvement Fund ( June 1987.
2. Criteria for Awarding Grants flu the President's Educational Improvement Fund, January 3, 1983.

B. Purposes:

The purpose of this CCCM is to establish application guidelines for the President's Educational Improvement Fund (EIF). This fund provides financial support for faculty and staff projects which would modify teaching or evaluation methods as they affect student learning, show creativity and flexibility in instruction and education, or improve the quality of learning opportunities and effectiveness.

C. Criteria for Eligibility: (See Appendix A - Guidelines for Writing an EIF Proposal)

1. Proposals should provide significant improvement in student learning by modifying teaching methods, removing learning barriers, providing improved learning opportunities, or improving the evaluation of teaching or student learning.
2. Proposals should be based on the assumption that funding for continuing implementation will be absorbed in the subsequent regular budgets of the campus. Priority should be given to those proposals which are most likely to be continued if successful.
3. The focused use of the fund in areas identified as campus and system priorities is encouraged. Proposals specifically designed to achieve priorities set forth in the campus academic development plan, the New Directions for the 80s, and the University Strategic Plan are particularly encouraged and should be given special consideration for funding.
4. Proposals should include specific evaluation criteria and a process for assessing the effectiveness of the intended change.
5. Positions may not be funded through EIF, nor shall the expenditure of these monies result in demands for additional teaching or staff positions in the subsequent year.
6. Lecturers may be awarded EIF funds provided this does not obligate the

University to hire the lecturer during a subsequent semester.

7. Personnel overload expense may not be funded through EIF.
8. Insofar as possible, proposals for equipment are to be avoided unless the equipment is directly related to the fundamental instructional change proposed.
9. EIF funds generally should not be used for travel. If inter-island travel is absolutely necessary, the Chancellor's prior approval is required.
10. In general, EIF funds should not be used to fund conferences or pay stipends of conference participants or as "staff development funds," etc., since they were given for the specific purpose of making significant improvements in student learning.

D. Responsibilities:

1. Chancellor
  - a. Allocates funds within Presidential guidelines, both for campus based projects and for system-wide projects.
  - b. Distributes guidelines for system-wide EIF projects, and approves such projects for the year.
  - c. Reviews expenditure plans and account codes of all approved proposals prior to transmittal to UH Budget Office.
  - d. Approves requests for changes to the expenditure plan and transmits to the UH Budget Office.
  - e. Reviews and submits project evaluations to the President according to the time schedule established below.
  - f. Publicizes projects which have been funded to promote sharing of results among community colleges.
2. Provost
  - a. Establishes campus procedures for solicitation and review of proposals as well as the administration and evaluation of approved campus based projects.
  - b. Completes the Provost's Certification Form (Exhibit I-B) for each proposal and transmits to the Chancellor.

- c. Assures that the funding for continuing implementation of the project will be absorbed in the subsequent regular budgets of the campus, as appropriate.
- d. Informs initiators of non-funded proposals and reasons for denial.
- e. Informs initiators of funded proposals.
- f. Processes the operational expenditure plan in the appropriate format for each approved proposal and the campus summary (see Exhibit II), and UHF 21 "Request for Account Code" to the Chancellor for approval and transmittal to the UH Budget Office.
- g. Updates, on a quarterly basis, the operational expenditure plan in the appropriate format for each approved proposal and the campus summary.
- h. Assures expenditures will not be obligated or made until the expenditure plan has been approved and account code has been issued.
- i. Informs Chancellor of unencumbered and unused funds previously allocated to the campus.
- j. Transmits to the Chancellor progress reports on funded projects each semester according to the established timetable.
- k. Submits final evaluation reports for each project to the Chancellor.

- E. Timetable: Due Dates:
1. Chancellor announces campus and system allocations. September 1
  2. Campus submits list of approved projects and appropriate budget documents. October 15
  3. Provost transmits progress report to Chancellor. December 8
  4. Unencumbered or unused EIF funds recovered from campuses and reallocated. January 15
  5. Provost transmits progress report to Chancellor. April 7
  6. Provost transmits final project evaluation report to Chancellor. September 1
  7. Chancellor submits a summary project completion report to the President. September 15

F. Attachments:

Appendix A - Guidelines for writing an EIF Proposal  
Exhibit I - President's Educational Improvement Fund (EIF)(cover sheet)  
Exhibit II - Operational Expenditure Plan

G. Recision:

CCCM #9000 President's educational Improvement Fund, dated February 7, 1983.

Joyce S. Tsunoda  
Chancellor For Community Colleges

## GUIDELINES FOR WRITING AN EIF PROPOSAL

E. Complete proposer's section of the cover sheet and staple on top of Narrative.

F. Narrative:

1. Purpose, Goals, and Objectives:

Be specific, the focus of all projects should be an improvement of instruction or evaluation.

2. DescriPtion of Proposal:

Must include method(s), rationale, person(s) affected (students, faculty, and others), and a clear timetable of activities by all personnel to be supported by the project budget.

3. Projected Budget:

Include detailed breakdown and justifications of proPosed expenditures.

Requests for purchase of materials or equipment will be evaluated in terms of the total project proposal, rather than in terms of the general usefulness of the equipment or materials. Major pieces of equipment which will be used in course development but not in offering a course should be leased or borrowed and will not normally be funded through EIF.

When reassigned time for regular faculty is required as part of a project, the budget should include the lecturer replacement costs rather than the salary of the faculty member. Replacement is at Range II unless otherwise justified. Requests for reassigned time should be based upon an estimated 35 hours of work per credit. (Based on 2 hours per week times 17 1/2 weeks.)

When funding is requested for services or materials already available on campus (e.g., supplies, clerical help, media services, equipment), the proposal must state why existing campus resources cannot be used for the project. College staff should be used wherever possible; if outside personnel must be hired, the proposal should specify why the activities cannot be performed by existing staff.

4. Evaluation:

Describe the criteria and method to be used to evaluate the project results in terms of the proposal expectations.

5. Compatibility:

Explain the relationship of what is being proposed to division/ program, campus and other campus' curricula and programs.

If materials to be developed by a project are to be used by someone other than the people doing the project, the proposal must contain statements of support by those persons who will be using the products.

All proposals to develop new courses must include a program impact statement which has been approved through the normal curriculum channels of the campus. This is to avoid providing EIF support for course development which is not appropriate to a campus.

Because development of new courses is part of normal faculty workload, EIF proposals should normally request reassigned time only for the unusual time requirements in developing innovative methods or materials for a new course.

EIF grants may not be used to offer an experimental course. However, EIF money may be requested to cover unusual costs of offering an experimental course provided they are one-time costs or will be assumed by the college in the future.

6. Future Impact and Funding:

Describe future impact of the project, results upon the quality of education and if continued funding/resources will be required, how they will be available.

PRESIDENT'S EDUCATIONAL IMPROVEMENT FUND (EIF)  
(cover sheet)

A. To be complete by proposer:

Title of Proposal \_\_\_\_\_

Project application for FY \_\_\_\_\_ - \_\_\_\_\_

Name, Title and Signature of Proposer(s): \_\_\_\_\_  
\_\_\_\_\_

Campus \_\_\_\_\_ Division/Program \_\_\_\_\_

Name Title/Signature of Project Director if other than proposer:

\_\_\_\_\_

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B. To be Completed by Provost:

This Proposal fully meets the EIF eligibility criteria. College funding will be available to continue the project/activity, as applicable, following the development phase through EIF funding. Specific justification for recommending EIF funding:

OPERATIONAL EXPENDITURE PLAN  
FY \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_

Character of Expenditure	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Allotment
Personal Service					
Other Current Wxpenses					
Equipment					
Motor Vehicles					
<b>Total</b>					