ANAMP OPERATIONS MANUAL
September 1, 2016 – August 31, 2017

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INTRODUCTION

The All Nations Alliance for Minority Participation program Operations Manual (AOM) is a resource to assist our partner institutions and their designated liaisons. The recent changes to the AOM are a direct result of NSF program review and the requirement to focus on BS STEM degrees for Native Americans. The manual is intended as a guide to help the liaison perform duties efficiently and effectively within the ANAMP program.

As you go through the AOM, we would appreciate your comments or suggestions that may improve this manual and make it a more useful tool. This document is meant to make your job, as liaison, easier.

For further information about the AOM, or any of the information contained within, contact ANAMP Program Manager, Zetra Wheeler, zetra_wheeler@skc.edu or 406-275-4998.

ANAMP MISSION STATEMENT

The mission of the All Nations Alliance for Minority Participation is to increase the number of American Indians and other underrepresented minorities receiving a baccalaureate degree in Science, Technology, Engineering and Mathematics (STEM) disciplines. In support of this mission, ANAMP pursues the following goals:

Increase by 100%, the enrollment of Native American students in STEM disciplines at Bachelor's of Science degree-granting institutions.

Increase by 100%, the number of Native American students who receive a BS in STEM.

Increase by 100%, the number of ANAMP Scholars from a two-year STEM program into a four-year STEM program.

Increase by 20%, the retention of Native American students in STEM disciplines at BS degree-granting institutions.

ORGANIZATION

Administration:
National Science Foundation (NSF) – Funding agency.
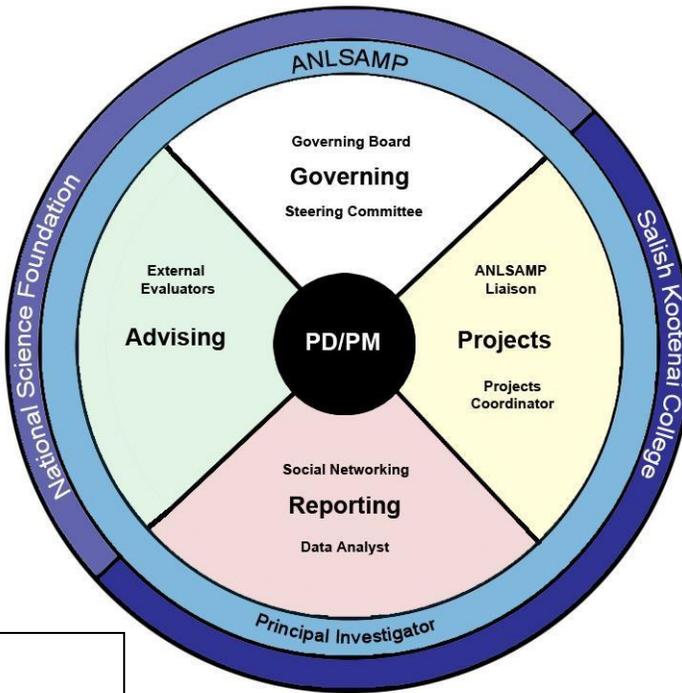Salish Kootenai College (SKC) – Lead partner

Project Director: Steve Dupuis
Oversee Organization, employees and activities.
Develop collaborations with outside institutions.

Principal Investigator: Sandra Boham
Provide program oversight

Program Manager: Zetra Wheeler
Office operations and budget
Conduct site visits to monitor activities at ANAMP institutions
Oversee new project focus, monitor liaisons transfer activities.

Governing Board:
Provide guidance for program effectiveness. Review and respond to reports from program administration.
Steering Committee:
Assist governing board and central office AMP staff.

Partner Liaison:
Represent ANAMP at partner institutions.
Recruit AMP Scholars.
Facilitate transferring and retention activities.
Participate in Steering Committee Meetings.

External Evaluators:
Conduct evaluation and report.

ANAMP Staff Project Coordinator:
Coordinate conference and student activities.

ANAMP Student Intern:

Data Analyst:
Collect data from partner institutions to complete NSF reporting.

ADMINISTRATION

The National Science Foundation (NSF) is the funding agency. Salish Kootenai College (SKC), located in Pablo Montana, is the lead institution and houses the ANAMP main office. The program director will be the main point of contact for partner institutions and any outside organization or institution. The ANAMP principal investigator is responsible for the overall program including budgets, projects, and staff.

GOVERNING

A Governing Board is in place to provide guidance for the program's effectiveness. The board meets with the PI annually to review and respond to reports generated by the program administration. The ANAMP Governing Board consists of partner institution Presidents (or provost), business leaders, and community leaders. The awardees' Chancellor serves as Chairperson.

The Governing Board will meet via video conference.

STEERING COMMITTEE

The Steering Committee is an advisory board comprised of the ANAMP Liaisons from each ANAMP partner institution. The Steering Committee will assist the Governing board. The ANAMP Steering Committee and the Governing Board share information about Native American recruitment, retention and STEM education.

The Steering Committee will meet once per year at the annual AIHEC Conference.

TIER III INSTITUTIONS – For the 2016-2017 academic school year, due to limited carryover funds, there will be no funding for AMP Liaisons to attend the annual AMP Liaison meeting held during the AIHEC Conference or for two students to attend a STEM Conference.

As a result of NSF program review, funds will no longer be allocated for students or student activities at Tier III (no STEM degrees offered) institutions. Liaisons will be informed that potential AMP scholars will need to transfer into partner Tier I schools to receive funding. Technical assistance will be provided by AMP staff and Tier I liaisons in matching programs and schools that can meet the needs of individual students.

Funding will be provided for AMP Liaisons to attend the annual AMP Liaison meeting held during the AIHEC Conference.

Funding will be provided for two students to attend a STEM related conference.

PROJECTS

Liaison

The partner institution liaison is responsible for overseeing the implementation of ANAMP activities at their institution. Duties should include:

1. For the 2016-2017 academic school year, due to limited carryover funds, there will be no recruitment. AMP will only be funding two AMP Scholars from each Institution. Recruitment of STEM students and identifying ANAMP scholars (see AMP Scholar application in Appendix). ANAMP Scholars must meet certain criteria, such as being in a NSF Science, Technology, Engineering or Mathematic (STEM) major based on an approvable CIP code (see CIP_STEM_Crosswalk.pdf). AMP Scholars applications are subject to final approval by ANAMP.

   When reporting race and ethnicity use the following table:

   Black or African American: A person having origins in any of the black racial groups of Africa
   American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
   Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Samoa, Thailand, and Vietnam
   Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, or other Pacific islands
   White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

   For the 2016-2017 academic school year (due to limited carryover funds); To encourage high academic achievement, only two ANAMP Scholars from each Tier I and Tier II Institution, will receive a stipend based on their **cumulative GPA** and must maintain a cumulative GPA of at least 2.5 to be eligible for an AMP stipend:

   For a cumulative GPA of 2.5 up to a 3.0 = **$900** per student per academic year ($300 per quarter/$450 per semester).

   For a cumulative GPA of 3.0 up to a 3.5 = **$1,500** per student per

academic year ($500 per quarter/$750 per semester).

For a cumulative GPA of 3.5 and above = **$2,100** per student per academic year ($700 per quarter/$1,050 per semester).

Requirements for accepting a Non-Stem or a 2-year STEM student as an AMP Scholar:

If the student is an AMP Scholar and currently in an Associate degree program, ANAMP will continue funding the student if the student is on a pathway to bridge into an approved STEM BS degree program. The student needs to meet the following criteria:

➢ Submit a degree plan with timeline for completion of Associates degree.

➢ For completion of Associates degree send in expected date to graduate with your Associates.

➢ We will need the STEM BS program, with name of institution you plan to bridge to when finished with your Associates degree.

➢ Provide CIP code of the STEM program.

➢ Expected date of graduation for your BS Degree.

➢ The reason for your current Non-STEM or 2-year STEM educational track.

➢ Why are you not in a 4-year STEM program or bridging to a 4-year STEM program?

2. Acting as advisor to ANAMP scholars (see scholar_criteria_checklist.pdf),

3. Assist in creating and placing STEM students in summer internships, four-year degree programs and graduate degree programs.

4. Administering the budget at your institution such as the student stipends and the identified liaisons salary ($2,100 maximum, fringe included in that amount). The ANAMP Governing Board consensus is that no indirect can be taken on salary. For the 2016-2017 academic school year, due to limited carryover funds, there will be no AMP Liaison Salary available.

5. Provide ANAMP PI with Quarterly and End-of-Year reporting materials.

The Quarterly Reporting Form (**see quarterly reimbursement schedule)** should include activities related to your AMP Scholars and other ANAMP activities at your institution**. If you are requesting reimbursement for any AMP Scholar stipends, AMP Liaison salary, you will need to request a financial statement from your schools Financial/Budget office to submit to our office.** All ANAMP expenditures expended during the quarterly period will be reimbursed at the end of each AMP scheduled reporting quarter.

6. Tier I and Tier II liaisons will attend a meeting conducted by AMP staff to formalize student-bridging plans.

The ANAMP Liaison in coordination with the ANAMP staff will develop a series of strategies to advertise STEM degree program opportunities and attract potential students in each institutions area. These may include:

1. Organize "Open House" activities to encourage potential students to visit the campus and meet STEM faculty and students.

2. Organize visits between partner institutions for the expressed purpose of stepping up recruiting efforts of AMP scholars into 4-year programs.

3. Communication between Tier I and Tier II liaisons to facilitate the transfer of students into STEM BS programs.

4. Visit local high schools at career day to promote STEM

5. Profile student and projects where they supply stories and highlight projects for web and other promotional materials (AMP Scholar Application – see Appendix).

6. To help publish and distribute an ANAMP quarterly newsletter to be distributed to STEM teachers, counselors, etc in the local area. The newsletter will highlight ANAMP student accomplishments.

7. To use the ANAMP web site with a link to each partner institution. To encourage students to use the web site to communicate with program faculty and staff.

AMP Scholar Travel – For the 2016-2017 academic school year, due to limited carryover funds, there will be no AMP Scholar travel funding available.

AMP scholar travel funding will be determined per institution as follows:

1 – 5 Identified AMP scholars; institution will be eligible for up to $2,500 per funding year for AMP scholar travel related expenses to STEM-focused activities

6 – 10 Identified AMP scholars; institution will be eligible for up to $5,000 per funding year for AMP scholar travel related expenses to STEM-focused activities

11 – 20 Identified AMP scholars; institution will be eligible for up to $10,000 per funding year for AMP scholar travel related expenses to STEM-focused activities

The new AMP Liaison page can be found at http://www.anamp.org. All information including the ANAMP Operations Manual, list of ANAMP Liaisons, AMP Scholars Request for Student Travel Funding application, FAQ's and any information pertaining to the AMP Liaison will be posted on this page.

ANAMP Staff Project Coordinator

Each year ANAMP staff will work on special projects aimed toward achieving the above-mentioned goals. Projects range from providing more opportunities for student participation to securing equipment for a partner institution. An ANAMP Project Coordinator will contact Liaison as needed.

REPORTING

Responsibilities and Procedures

The responsibility for NSF required data collection and reporting rests with the ANAMP Liaison. Support and training for this endeavor will be available through the ANAMP office. Timely completion is mandatory.

Data Collection Deadlines

1. The end of the year deadline, set by NSF, is typically the end of October.

2. Project deadlines vary and are covered in other sections of the AOM.

Data Elements

1. Fall enrollment records: CIP code, class-standing, race, gender, full-time/part-time status (see enrollment.pdf).

2. End of year graduation records: CIP code, degree level, race, gender.

3. Activity information: description, summary, and participation (see activity_information.pdf, activity_information_faculty.pdf, and activity_information_student.pdf).

4. Individual information: faculty and student information sheets (see individual_faculty.pdf and individual_student.pdf).

5. Other requests: optional participation in ongoing research projects.

Collection Process

1. Contact person: institutional research staff or registrar. ANAMP requests a copy of the contact information (name, title, email, and phone) for its records.

2. Schedule: initial contact late summer/early fall, follow-up contacts as needed.

3. Tools available: Excel template populated with requested data elements, Access to ANAMP portal library of data related forms, and/or hardcopies via mail or fax with all or some of the requested elements.

Report Preparation

1. Create NSF approved Science, Technology, Engineering, and Mathematic (STEM) variable based on CIP codes. (See CIP_STEM_Crosswalk.pdf).

2. Data clean files: check files for accuracy.

3. Generate tables with fall enrollment and academic year graduation counts disaggregated by race, gender, and status.

4. Review table for anomalies.

Reporting Process

1. There are several reporting mechanisms depending on the project and level of support. Year-end reporting is accomplished through WebAMP. Project and budget reporting methods are covered in other sections of the AOM.

2. WebAMP
   a. The Liaison is responsible for timely completion.
   b. WebAMP is accessed through an Internet browser. Login and password is obtained through the ANAMP main office.
   c. ANAMP staff provides Training and support.

AMP Facebook

Electronic communication between liaisons, AMP Scholars and ANAMP staff is being facilitated through the social networking site, Facebook. The use of Facebook is being evaluated for its effectiveness in improving communication among AMP Scholars and liaisons. The ANAMP staff appreciates comments and feedback in the use and helpfulness of this technology.

ADVISING

External Evaluation

Program evaluation is a continuous process throughout the term of the ANAMP program. An external committee evaluates program activities annually. A review of our goals and objectives, with input from the evaluation committee, allows for program improvement and will enhance capacity and productivity on a yearly basis. New techniques are implemented based on suggestions from the evaluation committee. Their findings are published in an annual report submitted to NSF, the governing board, and made available to the ANAMP partner institutions.

MEETINGS

ANAMP will meet once a year for the purpose of program review. This meeting will provide additional direction and allow for feedback and suggestions from each partner institution. Liaisons are expected to attend. Every attempt is made to ease the burden of such meetings. For example, the meeting may coincide with AIHEC conferences where many liaisons are already gathered together. Meetings with individual partner institutions will also take place throughout the term of this program. These meetings will be for information gathering and evaluation. The outcomes of these evaluations will be used in a formative way to help improve ANAMP and in summative reports to the Governing Board, Steering Committee, External Evaluators, and NSF.

CONCLUSION

The recent changes in the AOM are a direct result of NSF program review and the requirement to focus on BS STEM degrees for Native Americans. It is intended as a guide to help the Liaison perform their duties efficiently and effectively within the ANAMP program. All comments or suggestions regarding the contents of this manual from our advising groups or partners will be recorded and reviewed by ANAMP staff. Changes to this manual will be made as needed.

GLOSSARY

ANAMP – All Nations Louis Stokes Alliance for Minority Participation

CIP – Classification of Instructional Programs - used for classifying instructional programs according to field of study.

NSF – National Science Foundation

SAG – Strategic Advisory Group

SKC – Salish Kootenai College

STEM – Science, Technology, Engineering, and Mathematics disciplines as determined by NSF.

WebAMP – A data collection Internet site used by NSF for LSAMP reporting.

APPENDIX

End of Year Reporting Forms:

activity_information.pdf
activity_participation_faculty.pdf
activity_participation_student.pdf
enrollment.pdf
Individual_faculty.pdf
Individual_student.pdf
CIP_STEM_Crosswalk.pdf

Quarterly Reporting Forms:

Quarterly Reimbursement Schedule
Quarterly Reporting Form for ANAMP Liaisons

Additional Forms:

AMP Scholar Application
Frequently Asked Questions – FAQ
SKC-ANAMP Services Agreement
Request for Student Travel Funding