
ALL NATIONS

Louis
Stokes



AMP

Operations Manual

May 2021

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Introduction

All Nations Alliance for Minority Participation

The **Louis Stokes STEM Pathways and Research Alliance: All Nations Alliance for Minority Participation (ANAMP)** is an alliance of thirty-five colleges and universities, administered at the Salish Kootenai College in Pablo, Montana on the Flathead Indian Reservation.

Mission Statement

The mission of the Louis Stokes STEM Pathways and Research Alliance: All Nations AMP (ANAMP) is to increase the number of American Indians and other underrepresented minorities receiving baccalaureate degrees in Science, Technology, Engineering, and Mathematics (STEM) disciplines. In support of this mission, ANAMP pursues the following goals during the current 5 year funding period:

- 1) Double the number of individual student retention and progression to baccalaureate degrees for Native American and other Under-Represented Minority students.
- 2) Double the successful transfer of Native American and other Under-Represented Minority students in our alliance from 2-year to 4-year institutions in STEM programs and achieve a BS degree. From a baseline of 6 to 12.
- 3) Quadruple the number of Native American and other Under-Represented Minority students who participate in undergraduate international research experiences. From a baseline of 10 to 40.
- 4) Triple the number of Native American and other Under-Represented Minority students who enroll in STEM graduate programs. From a baseline of 20 to 60.

About the Operations Manual

The **ANAMP Operations Manual (AOM)** is a resource to assist our partner institutions and their designated liaisons. 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.

For further information about the AOM, or any of the information within, contact ANAMP Program Co-Director, Zetra Wheeler, zetra_wheeler@skc.edu.

The Louis Stokes Alliance for Minority Participation

The Louis Stokes Alliances for Minority Participation (**LSAMP**) is a program funded by the National Science Foundation (**NSF**) which aims to increase the number of doctoral STEM degrees held by populations historically underrepresented in these fields.

To achieve this objective, LSAMP has identified the following goals:

- 1) to increase the quality and quantity of students completing science, technology, engineering, and mathematics (STEM) baccalaureate degree programs, and
- 2) to increase the number of students interested in, academically qualified for, and matriculating into programs of graduate study.

The LSAMP program provides funding to **Alliances** to achieve these goals. Alliances are consortia of multiple degree-granting institutions. Organizations from other sectors, including informal science organizations, may be participants in the Alliances. The Alliances focus on pre-college and undergraduate recruitment and retention activities. As of 2020, LSAMP had 36 such alliances.

LSAMP classifies alliances as one of three types:

- 1) STEM Pathways Implementation-Only Alliances
- 2) Bridge to the Baccalaureate Alliances
- 3) STEM Pathways and Research Alliances

The **All Nations AMP (ANAMP)** is a **STEM Pathways and Research Alliance**. STEM Pathways and Research Alliances provide direct support for undergraduate STEM students, and supports research on increasing underrepresented minority groups' participation in STEM.

ORGANIZATION

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 Co-Director** will be the primary 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.

Principal Investigator (PI): Sandra Boham
ANAMP Program Director/Co-PI: Steve Dupuis
ANAMP Program Co-Director: Zetra Wheeler
ANAMP Program Manager: Michael O'Rourke
Data Analyst: Chuck Harris

Governing Board

A Governing Board is in place to guide the program's effectiveness and meets with the PI annually to review and respond to reports generated by the program administration.

The Presidents or Provosts of the ANAMP partner institutions constitute the Governing Board.

Steering Committee

The Steering Committee is an advisory board composed 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.

SCHOLARS

ANAMP aims to increase the number of underrepresented minority students, particularly Native Americans, who achieve a baccalaureate degree in Science, Technology, Engineering, and Mathematics. Students attending an ANAMP partner institution and who meet the following criteria are welcome to apply.

Qualifications

U.S. Citizen

Students must be U. S. citizens, U. S. nationals, or permanent residents of the United States

Full-time Student

ANAMP Scholars are required to be enrolled in 12 credit hours per term and progress towards a Bachelor's (Baccalaureate) of Science Degree.

STEM Major

ANAMP Scholars must be in a Science, Technology, Engineering, or Mathematics (STEM) major based on a Classification of Instruction Program (CIP) code approved by the National Science Foundation.

Appendix 1 contains a list of approved CIP codes.

High Academic Achievement

Scholars must maintain a cumulative grade point average of at least 2.5 at their current institution.

First year students who have not completed their first semester may be admitted on a probationary basis.

Underrepresented Minority

ANAMP scholars must be self-identified as an underrepresented minority. For purposes of reporting, use the following definitions:

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.

Scholar Application

Scholars must complete and submit the All Nations AMP Scholarship Application. Plagiarism and dishonesty in the application will result in disqualification. In addition to student information, the application requires two letters of recommendation.

Exceptions

On occasion, the All Nations AMP program will accept Scholars outside of the above criteria. Scholars who do not meet the requirements will need to provide the following information with their application:

- A degree plan with a timeline for completing an Associate's degree, including the expected date to graduate
- Name of the institution and the STEM BS program you plan to bridge to when finished with your Associate's degree
- The CIP code of the STEM program
- Expected date of graduation for your BS Degree
- A short essay explaining why the student should be considered for the program

All scholar applications are subject to final approval by ANAMP.

Scholar Expectations

Scholars should meet with their liaisons and keep them informed of their academic progress, such as changes in Major, academic status, etc...

ANAMP is required on occasion to undertake research and reporting for the NSF. ANAMP relies on scholar participation to collect data required by the NSF to maintain funding for the program. Scholar participation is highly encouraged.

Transcripts showing the scholar's full name, school, coursework, and cumulative GPA are required at the end of each term. These transcripts can be submitted by the liaison or the scholar.

Scholar Benefits

Benefits are subject to change and availability. Not all benefits may be available for all students.

Scholar Stipend

The scholar's institution will pay the scholar stipend and invoice ANAMP for reimbursement. ANAMP does not provide payments directly to scholars. Each scholar is limited to five years of funding. The years do not have to be consecutive.

For a cumulative GPA of:

2.5-3.0 = \$1,200 per student per academic year
(\$400 per quarter/\$600 per semester).

3.0-3.5 = \$2,400 per student per academic year
(\$800 per quarter/\$1200 per semester).

3.5+ = \$3,600 per student per academic year
(\$1200 per quarter/\$1800 per semester).

AMP Scholars with part-time loads (4 credits up to 11), will receive half of the standard stipend.

Travel Reimbursement

AMP Scholars can receive reimbursement for approved STEM-related travel and conference-related expenses. **All reimbursement requests must be approved prior to the travel or event start date.**

AMP Scholar reimbursement funding will be determined per institution as follows per funding year:

1-5 AMP scholars: up to \$2,500
6-10 AMP scholars: up to \$5,000
11-20 AMP scholars: up to \$10,000

Bridge to Doctorate

ANAMP Scholars are eligible for acceptance into the LSAMP Bridge to Doctorate programs. These programs provide post-baccalaureate fellowship support to a cohort of 12 LSAMP students for the first two years of their STEM graduate studies and provide the necessary academic and research skills that will enable them to successfully earn STEM doctoral degrees and transition into the STEM workforce.

University of Idaho Bridge to Doctorate

ANAMP has partnered with the University of Idaho to offer a Bridge to Doctorate program specifically for Native American doctoral students.

Participating students choose their STEM-based field and pair up with professors with matching expertise. Students and their professors are encouraged to integrate traditional ecological knowledge, an indigenous way of seeing science and the environment, into their studies.

This program provides funding for doctoral studies and provides a cohort of Native American students.

This program is only open to students who participated in an AMP program as an undergraduate.

Projects and Research Opportunities

ANAMP Scholars are eligible to participate in research projects and opportunities. Not all research opportunities are available to all students. ANAMP will share information regarding research opportunities as they become available.

CRIRE

The Costa Rica International Research Experience (CRIRE) is a program offered in conjunction with the All Nations

Alliance for Minority Participation (ANAMP) and the Organization for Tropical Studies (OTS). The goal of CRIRE is to exchange research skills for students, enhance research and mentoring skills for faculty researchers, improve the participation rate in longer research programs by exposing students to a short term project, and the development of cultural capital of participants through cross-cultural and cross-institutional experiences.

AIRE

The ANAMP International Research Expansion (AIRE) program matches highly qualified, highly motivated All Nations AMP Scholars with international research experiences worldwide.

RISE

The Resilience through Intercultural Skill Enhancement (RISE) is an educational component offered by ANAMP that helps students quickly recover from the difficulties they face when encountering cultural differences and change. This is accomplished through imparting intercultural knowledge and skills shown to impact a person's ability to thrive in environments that are incongruent with their own culture.

ARP

The AMP Research Project (ARP) will study RISE's impact and focus. ARP will determine the efficacy of the RISE program and will make suggestions for further implementation.

LIAISONS

Liaisons are the primary point of contact for the ANAMP program at the partner institutions and are responsible for overseeing the program.

Liaison Duties

Promote & Recruit

Promote the All Nations AMP program at your institution and identify and recruit qualified students to apply.

Advise & Guide students

Track the students' progress towards their degrees. Assist the students in summer internships, research opportunities, conference presentations, and matriculation into four-year or graduate degree programs.

Invoice

To receive reimbursement for AMP Scholar stipends or AMP Liaison salaries, request a financial statement from your school's Financial/Budget office to submit to the ANAMP office. Reimbursement for expenses will be at the end of each AMP reporting period.

Evaluate & Research

Work with external evaluators and researchers on projects related to the ANAMP program.

ANAMP may ask Liaisons & Scholars for personal profiles and to provide stories about their ANAMP experience and highlight STEM projects for promotional materials.

Reporting

ANAMP Reports

Reporting forms for each term will be made available on the ANAMP Submittable website.

Report the names of scholars:

- Graduating
- Transferring
- Bridging - continuing to a BA/MA
- Name of institution and program the scholar is bridging or transferring to, if applicable
- Participating in internships or research
- Stopping or Dropping out

Report on Liaison activities:

- Promotion, recruiting, and retention activities
- Advising and mentoring activities
- Questions and concerns with the AMP program or participants

WebAMP

The responsibility for NSF required data collection and reporting rests with the ANAMP Liaison. WebAMP information is reported after the academic year. NSF sets the deadline, and timely completion is mandatory. Liaisons receive instructions via email when the system opens (typically late summer-early fall). Enrollment and degree data from the previous academic year is requested.

Data Elements

1. Fall enrollment records (ALL STUDENTS – STEM and Non-STEM): CIP code, class standing, race, gender, full-time/part- time status.
2. End of year graduation records (ALL STUDENTS – STEM and Non-STEM): CIP code, degree level, race, gender.

3. Activity information: description, summary, participation.
4. Individual information: faculty and student information sheets.
5. Other requests: optional participation in ongoing research projects.

Collection Process

1. Liaison receives an email notification that WebAMP is open.
2. Liaison logs into the NSF WebAMP system and updates their contact information.
3. Liaison can enter the requested data directly into WebAMP or send the raw data to the ANAMP office. If the Liaison elects to have ANAMP staff aggregate and enter the data, they need to email the ANAMP data analyst chuck_harris@skc.edu and request the latest Excel template files.

Liaison Benefits

Liaisons will receive a stipend of \$1000 per academic year. Liaisons can invoice partial payments at the end of each term or in full at the end of the academic year.

Liaison's salary is dependent on the completion of liaison reports, timely reception of scholar transcripts, and timely submission of invoices.

The business office of the Salish Kootenai College closes the fiscal year on June 30th. The liaison must submit all reimbursement invoices and supporting documents before this date.

Program 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 allows for program improvement and will enhance capacity and productivity yearly. 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.

Appendix 1.

Approved STEM CIP Codes

Agricultural Sciences

- 01.09 Animal Sciences
- 01.10 Food Science and Technology
- 01.11 Plant Sciences
- 01.12 Soil Sciences
- 01.99 Agriculture, Agriculture Operations and Related Sciences, Other

Natural Resources and Conservation

- 03.01 Natural Resources Conservation and Research
- 03.02 Natural Resources Management and Policy
- 03.03 Fishing and Fisheries Sciences and Management
- 03.05 Forestry
- 03.06 Wildlife and Wildlands Science and Management
- 03.99 Natural Resources and Conservation, Other

Architecture

- 04.02 Architecture
- 04.04 Environmental Design
- 04.09 Architectural Sciences and Technology

Computer and Information Sciences

- 11.01 Computer and Information Sciences, General
- 11.02 Computer Programming
- 11.04 Information Science/Studies
- 11.07 Computer Science
- 11.08 Computer Software and Media Applications

Engineering

- 14.01 Engineering, General
- 14.02 Aerospace, Aeronautical and Astronautical Engineering
- 14.03 Agricultural Engineering
- 14.04 Architectural Engineering
- 14.06 Ceramic Sciences and Engineering
- 14.07 Chemical Engineering
- 14.08 Civil Engineering
- 14.09 Computer Engineering
- 14.10 Electrical, Electronics and Communications Engineering
- 14.11 Engineering Mechanics
- 14.12 Engineering Physics

- 14.13 Engineering Science
- 14.14 Environmental/Environmental Health Engineering
- 14.18 Materials Engineering
- 14.19 Mechanical Engineering
- 14.20 Metallurgical Engineering
- 14.21 Mining and Mineral Engineering
- 14.22 Naval Architecture and Marine Engineering
- 14.23 Nuclear Engineering
- 14.24 Ocean Engineering
- 14.25 Petroleum Engineering
- 14.27 Systems Engineering
- 14.28 Textile Sciences and Engineering
- 14.32 Polymer/Plastics Engineering
- 14.33 Construction Engineering
- 14.35 Industrial Engineering
- 14.36 Manufacturing Engineering
- 14.37 Operations Research
- 14.38 Surveying Engineering
- 14.39 Geological/Geophysical Engineering
- 14.40 Paper Science and Engineering
- 14.41 Electromechanical Engineering
- 14.42 Mechatronics, Robotics, and Automation Engineering.
- 14.43 Biochemical Engineering
- 14.44 Engineering Chemistry
- 14.45 Biological/Biosystems Engineering
- 14.99 Engineering, Other

Engineering Technologies

- 15.00 Engineering Technology, General
- 15.10 Construction Engineering Technologies
- 15.11 Engineering-Related Technologies
- 15.15 Engineering-Related Fields
- 15.16 Nanotechnology

Biological Sciences

- 26.01 Biology, General
- 26.02 Biochemistry, Biophysics and Molecular Biology
- 26.03 Botany/Plant Biology
- 26.04 Cell/Cellular Biology and Anatomical Sciences
- 26.05 Microbiological Sciences and Immunology
- 26.07 Zoology/Animal Biology

- 26.08 Genetics
- 26.09 Physiology, Pathology and Related Sciences
- 26.11 Biomathematics, Bioinformatics, and Computational Biology
- 26.12 Biotechnology
- 26.13 Ecology, Evolution, Systematics, and Population Biology
- 26.15 Neurobiology and Neurosciences
- 26.99 Biological and Biomedical Sciences, Other

Mathematics

- 27.01 Mathematics
- 27.03 Applied Mathematics
- 27.05 Statistics
- 27.99 Mathematics and Statistics, Other

Interdisciplinary Studies

- 30.01 Biological and Physical Sciences
- 30.06 Systems Science and Theory
- 30.08 Mathematics and Computer Science
- 30.10 Biopsychology
- 30.18 Natural Sciences
- 30.19 Nutrition Sciences
- 30.27 Human Biology
- 30.30 Computational Science
- 30.32 Marine Sciences

Physical Sciences

- 40.01 Physical Sciences
- 40.02 Astronomy and Astrophysics
- 40.04 Atmospheric Sciences and Meteorology
- 40.05 Chemistry
- 40.06 Geological and Earth Sciences/Geosciences
- 40.08 Physics
- 40.10 Materials Science
- 40.99 Physical Sciences, Other

Business and Management

- 52.13 Management Sciences and Quantitative Methods, Other