eGrant Management System

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Applicant: C011 Salish Kootenai College

Application: 2016-2017 Perkins Post Secondary - 00

Cycle: Amendment 1

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Note: Basic grant funds are divided into two categories: (1) Required uses of funds and (2) Permissible uses of funds. Required uses of funds must be addressed before grant funds may be expended on permissible activities.

Please address how your institution will use Perkins funding in the upcoming grant cycle to meet each of the Perkins Required uses.

R1 Strengthening the academic and career technical skills of students participating in career and technical education (CTE) programs by supporting academic and CTE.

Project/Program: (1911 of 2500 maximum characters used)

In 2016-2017, SKC will conduct two activities over Q2-Q4 to strengthen the academic and career technical skills of students in the one-year Certificate of Completion programs. These activities are aligned with the Perkins three-year work plan as well as the institutional strategic plan 2016-2020. All Certificate of Completion programs (Highway Construction Training, Medical Office Certificate, Office Professions, Dental Assisting, and the new Emergency Services program) will review program curricula and courses to ensure that academic skill-building is embedded across coursework in the first and second academic quarters of the programs. SKC no longer has a requirement that all students take a "College Skills' course. However, SKC's success coaches note that academic success skills such as time management, organization, and communicating with instructors are a barrier to completion for some beginning students. Therefore, embedding these and other similar success skills in first and second quarter courses will strengthen students' academic skills. As each CTE Certificate of Completion program has differing requirements for academic skills, these will be defined within the program and reviewed/approved by the College's Perkins Committee.The second activity will be a review of all course objectives and program objectives to make sure the courses and programs include appropriate, relevant, and up-to-date career and technical skills. This work is important as SKC moves to a new software system for learning outcomes assessment, and will be the first step in review and updating of technical assessment plans for each Certificate of Completion. In addition to review by the program faculty members, each program's student learning outcomes will be reviewed by the program's Professional Advisory Committee (PAC) with suggestions for changes to be considered by the program department head.

Expected Measurable Outcome: (622 of 2500 maximum characters used)

1. All Certificate of Completion programs demonstrate that academic success skills are embedded in the first and second academic quarters of the program.2. By the end of Quarter 4 (academic spring quarter), all students enrolled in Certificate of Completion CTE programs will demonstrate academic success skills as defined within the program's curriculum. 3. The student learning outcomes for courses and programs in Certificate of Completion programs will have been reviewed by the faculty and PACs for each program, and revised as necessary to provide students with appropriate, relevant, and up-to-date CTE skills.

Measure: | 1P1:Technical Skill Attainment | Quarter: | Qtr 4:April-June |

R2 Linking CTE at the secondary and postsecondary level.

Project/Program: (1732 of 2500 maximum characters used)

SKC will continue efforts to link CTE at the secondary and postsecondary level through educating students, families, and counselors about career clusters and

career pathways, including increasing informational materials concerning dual enrollment courses and pathways that are a component of CTE programs at the College. This activity is aligned with the Perkins Three Year Plan.SKC currently has ten active Big Sky Pathways as follows. Three new in 2015-2016: Two Eagle River HS--Business Managment AA; Ronan HS--Dental Assisting Technology; Arlee HS--Business Managment AA. Polson HS--Business Management AA; Charlo HS--Business Management AA; St. Ignatius HS--Business Management, Ronan HS--Business Management AA; Polson HS in Business Technology; St. Ignatius HS -- Early Childhood, and Hot Spring HS -- Early Childhood.SKC will develop informational materials, including brochures, describing the pathways and designed for parents and students. (Printing costs of brochures included as Perkins budget item.) Additionally, reservation high school students will be invited to participate in the SKC Career Fair, held each year. The Career Fair includes over 75 regional employers, SKC academic departments, and a booth that describes Big Sky Pathways and dual enrollment opportunities. Box lunches will be provided for students and counselors to attend the SKC Career Fair, as the fair occurs from 10AM - 2PM and there is a working lunch with a speaker (this year, Angela McLean was the lunch time speaker).SKC will devote Perkins funds to support the BSP Coordinator, development of informational materials, and professional development for high school counselors and POS personnel related to BSP and dual enrollment.

Expected Measurable Outcome: (598 of 2500 maximum characters used)

1. A minimum of 80 high school students will attend the SKC Career Fair. Student evaluations will demonstrate increased understanding of career opportunities. 2. Informational brochures describing available Big Sky Pathways and dual enrollment options have been provided to high school counselors and high school students/families.3. High School counselors will receive training on MCIS, Career Clusters, and Career Pathways. 100% of Counselors attending the training will be able to use MCIS, describe career clusters and career pathways, and receive additional advising materials for students.

Measure: 2P1:Credential, Certificate or Diploma   Quarter: Qtr 4:April-June

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R3 Provide students with strong experience in and understanding of all aspects of an industry (which may include work-based experiences).

Project/Program: (839 of 2500 maximum characters used)

According to SKC's Three Year Plan, SKC will develop a "Job Ready Certification" composed of soft skills, communication, health/safety, and other components of all aspects of an industry. However SKC will start with what was specified as the 2017-2018 R3 activity, by having specified CTE programs ensure that the curricula and courses contain embedded content related to health, safety, and environment. The Medical Assisting, HCT, Medical Office Clerk, Office Professions, Emergency Services, and Business Technology Departments will map health, safety, and environment content in their curricula, have the content reviewed by their respective Professional Advisory Councils (PACs), and make course or curriculum revisions as indicated. This will prepare the departments for development of the Job Ready Certification the following year.

Expected Measurable Outcome: (321 of 2500 maximum characters used)

100% of the specified curricula are mapped for health, safety, and environment component of their curricula, with specified learning outcomes in courses designated. 100% of students in selected programs will demonstrate pertinent knowledge and skills related to health, safety, and environment in their program of study.

Measure: 1P1:Technical Skill Attainment   Quarter: Qtr 4:April-June

R4 Developing, improving, or expanding the use of technology in CTE (which may include training, STEM initiatives, and collaboration with business and industry.

Project/Program: (1485 of 2500 maximum characters used)

SKC consistently reviews the technology components of its CTE programs. Program Advisory Committees (PACs) for each CTE program provide recommendations for ensuring that programs have access to or own adequate technological resources so that program completers are prepared for current technologies in the workplace. For example, the Dental Assisting Program provides current training technologies such as intraoral photography, a digital imaging receptor used in radiography courses, and 6 full-equipped dental chairs with high speed optic capabilities. The Highway Construction Training program has a training inventory of over 90 pieces of machinery with an estimated value of $1.5 million, as well as truck driving and heavy equipment simulators that allow students to practice equipment operation in adverse conditions. Other CTE programs such as the Forestry A.S. provide students with field experiences promoting application of current technologies including GIS. One area that has been changing rapidly is the use of career search technologies. In 2016-2017, SKC wiill embed the use of career search technologies in CTE programs. SKC will ensure that all students in CTE programs are familiar with job search engines, and are able to search and apply for jobs using online technology. This effort will be particularly emphasized in Certificate of Completion and Associate of Applied Science programs which do not require as much computer use as the Associate Degree programs.

Expected Measurable Outcome: (105 of 2500 maximum characters used)

Students in selected CTE programs will demonstrate ability to search and apply for jobs using technology.

Measure: 1P1:Technical Skill Attainment   Quarter: Qtr 3:January-March

R5 Provide professional development programs to secondary and post-secondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated CTE programs.

Project/Program: (916 of 2500 maximum characters used)

SKC will use Perkins funds to support the Perkins Coordinator's attendance at the 2017 annual meeting of the Association for Institutional Research (AIR) in order to remain current on topics including learning outcomes assessment, retention modeling, and quality improvement initiatives. The AIR Forum offers over 350 sessions related to institutional research, data analysis and research methods, institutional research studies for campus decision support, assessment for accountability, learning outcomes assessment, and retention initiatives. Speakers at the Forum include nationally recognized researchers and presenters in areas including student retention and success, assessment of student, learning, and engaging the campus in data use. Dr. Sherwin will conduct trainings for faculty teaching in CTE programs, focusing on learning outcomes assessment and use of SKC's assessment tracking software, TracDat.

Expected Measurable Outcome: (344 of 2500 maximum characters used)

Dr. Sherwin will attend the 2017 AIR Forum May 29 - June 2, 2017 in Washington, DC. 75% of CTE faculty members will attend a training on learning outcomes assessment and use of TracDat, and 80% of those attending will update their learning outcomes assessment plans to reflect improved understanding of learning outcomes assessment processes.

Measure | 1P1:Technical Skill Attainment | | Quarter: | Qtr 4:April-June

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R6 Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are met.

Project/Program: (2105 of 2500 maximum characters used)

CTE program evaluation occurs through regular, systematic processes coordinated by SKC's Office of Institutional Effectiveness. SKC uses multiple measures to evaluate and continuously improve its OCHE-approved CTE programs. First, the Learning Outcomes Assessment Process (LOAP) is an annual cycle in which each CTE program evaluates student learning in academic, technical, and professional skills, analyzes the results of assessments, and determines next steps for areas with indicated need for improvement. In 2016-2017, SKC will use Perkins funds to assist with final implementation and technical support for TracDat, a learning outcomes assessment tracking system being implemented to assist CTE programs with effective assessment processes.Second, each CTE program develops an Annual Plan that connects department goals to the institutional mission and core themes. The Annual Plans detail CTE program goals for the following academic year, including retention, curriculum revision, or faculty development. The Annual Plans connect department and institutional budgeting processes to assure that CTE programs are of sufficient scope and quality to be effective.Third, SKC's Academic Program Review (APR) is designed to provide monitoring and improvement of CTE programs on a rotating four-year cycle. The APR includes review of program curricula, faculty, student demographics and retention, graduation rates, and areas for improvement. The Curriculum Committee reviews APRs and makes recommendations for program improvement.SKC disaggregates rates of credential attainment, retention, and course completion by demographic characteristics. However these measures have not been disaggregated by special population categories. In 2016-2017, SKC will evaluate CTE programs for credential attainment, retention, and course completion disaggregated by special population characteristics; an improvement plan for any disparities in these measures will be reported to SKC administration and the academic departments, with plans for improvement developed and to be implemented in Academic Year 2017-2018.

Expected Measurable Outcome: (149 of 2500 maximum characters used)

Disparities in achievement rates of CTE students are reviewed and plans for improvement are determined for implementation in Academic Year 2017-2018.

Measure: | 3P1:Student Retention or Transfer | | Quarter: | Qtr 3:January-March

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R7 Initiate, improve, expand and modernize quality CTE programs, including relevant technology.

Project/Program: (1609 of 2500 maximum characters used)

In 2016-2017, SKC will implement an Emergency Services Certificate of Completion (CC). The Emergency Services CC is designed as a three-quarter sequence of courses embedded multiple stacked certificates that prepare students for entry level positions as an Emergency Medical Technician, Emergency Manager, Emergency Operations, or Wildland Firefighter. The curriculum includes general education requirements and core coursework meeting SKC's requirements for a Certificate of Completion. Students will earn multiple credentials, including ability to take the national registry examination for Emergency Medical Technician, FEMA certifications, and a "Red Card" for wildland firefighting. The new CC is aligned with workforce development needs on the Flathead Indian Reservation and in reservation communities across the western United States. Students will be exposed to current technology in wildland firefighting and the emergency medical technician training. Many of the courses in the Emergency Services degree will be taught by adjunct faculty members who are experts in the relevant training area (e.g., a registered EMT will teach the EMT component; an expert in Wildland Fires will teach that component.) SKC will use Perkins funding to support the costs of hiring adjunct faculty members who will implement some of the courses for the EMT program. SKC will also utilize Perkins funds to pay 10% of the salary of the new Allied Health Coordinator who will be developing program components of the Emergency Services Program, including student handbook, admissions

materials, and clinical placements.

Expected Measurable Outcome: 101 of 2500 maximum characters used)

At least ten students are enrolled in the Emergency Services Certificate of Completion in fall, 2016.

Measure: 2P1:Credential, Certificate or Diploma   Quarter: Qtr 3:January-March

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R8 Provide effective CTE programs that are of sufficient size, scope, and quality to be successful.

Project/Program: (1662 of 2500 maximum characters used)

CTE program evaluation occurs through regularly scheduled process coordinated by the Office of Institutional Effectiveness, as set forth in R6. Institutional accreditation by the NWCCU and specialized CTE program accrediting bodies such as those addressed in R7 (DAT, HCT, & Nursing) assure that CTE programs are of sufficient size, scope and quality to be successful. SKC expends institutional resources to maintain a sufficient cohort of students in each CTE program. To this end, SKC offers comprehensive student support services to promote student retention, including career and personal counseling, academic support, tutoring, success coaching, and financial aid services. Adequacy of the scope of CTE programs is facilitated through use of program advisory committees (PACs), continuing faculty professional development provided through institutional resources, and use of industry-recognized credentialing processes. PACs are comprised in significant part of employers in businesses & industry. They provide feedback on the quality of graduates employed, as well as advice concerning industry trends and employment forecasts that are utilized to keep CTE programs current and state-of-the art to ensure that graduates have appropriate job-related skill sets.As noted above, SKC will expend Perkins funds to finalize implementation of TracDat, a software tracking system for Learning Outcomes Assessment that organizes and aggregates learning outcomes assessment for CTE programs. Use of TracDat will allow CTE programs to better assess program quality and implement strategies to improve student learning in the stated program learning outcomes.

Expected Measurable Outcome: (262 of 2500 maximum characters used)

100% of CTE programs have been trained on TracDat and implement TracDat for student learning outcomes assessment.100% of CTE programs track student achievement of stated student learning outcomes and determine next steps for improving student learning outcomes.

Measure: 1P1:Technical Skill Attainment   Quarter: Qtr 4:April-June

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R9 Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

Project/Program: (1685 of 2500 maximum characters used)

SKC has numerous strategies to prepare special populations for high skills, high wage, or high demand occupations including providing access to counseling services, assistance with financial aid applications and scholarships, career services, and success coaching. SKC students are asked to self-identify as a member of one or more of the listed special populations following admission to the college and as part of the course registration process. During orientation, students are

provided with information about services that assist students to meet their educational goals and any special identified needs. For example the SKC Child Care Center provides parenting classes for single parents. The counseling staff are available to provide short-term, problem-focused counseling, and the student success coaches provide short-term coaching and referral to additional campus or community services that may be needed. The SKC Disabilities Counselor is a full-time counselor whose duties include assessment, short-term counseling, and referrals for students who self-disclose disabilities. Additionally, the SKC Disabilities Counselor works with students with documented disabilities who need accommodations in classes or other components of their educational process. The Disabilities Counselor works with faculty and staff members to ensure that appropriate accommodations are put in place. Faculty members may also refer students to the Disability Counselor. The Project will support 5% of effort to Disabilities Counseling specifically for CTE students. SKC will also use Perkins funds to support tutoring for special populations students in the Writing Center and tutoring center.

Expected Measurable Outcome: (388 of 2500 maximum characters used)

100% of Special Population concentrators seeking counseling, advising, coaching, or other services will receive services as available at SKC or referrals to other providers if needed. For purposes of measurement, a statistically valid sample of special population concentrators will be chosen for a short survey related to satisfaction with services provided and other program components.

Measure: 5P2:Nontraditional Completion   Quarter: Qtr 4:April-June

If any of the above questions cannot be answered in 500 characters, please attach the response as a Microsoft Word or Adobe PDF document.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. (49 of 4000 maximum characters used)

SKC Three Year Perkins Plan, previously approved.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, $, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File | no file selected

Uploaded Files:

SKC Perkins Plan rev 2_8_16-20160516092755-SherwinS.docx

Note: Basic grant funds are divided into two categories: (1) Required uses of funds and (2) Permissible uses of funds. Required uses of funds must be addressed before grant funds may be expended on permissible activities.

Please only address those permissible activities your institution will be using Perkins funding for in the coming grant cycle.

[   ] : Activity

Project/Program: ([count] of 2500 maximum characters used)

Expected Measurable Outcome: ([count] of 2500 maximum characters used)

Measure: [   ]   Quarter: [   ]

If any of the above questions cannot be answered in 500 characters, please attach the response as a Microsoft Word or Adobe PDF document.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. ([count] of 4000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, $, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

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Uploaded Files:
No files are currently uploaded for this page.

Big Sky Pathways

A 'Big Sky Pathway' is a Perkins Program of Study designed to smoothly transfer students from high school to success in careers and postsecondary education, incorporating industry recognized credentials and aligning curriculum. This typically includes both academic and CTE/Degree Major Courses, and lead to a credential, certificate, license, or degree.

If your institution has a Big Sky Pathways Coordinator, you may wish to have this person fill out this portion of the application.

Please use the space below to list any Big Sky Pathways that your college plans to develop during this grant cycle:

Cluster Level Program of Study

Health Science

(24 of 4000 maximum characters used)

Pathway | Dental Assisting Pathway

High School Name | Polson High School

Approval Date (mm/dd/yyyy)

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

(35 of 4000 maximum characters used)

Medical Terminology, Communications

Cluster Level Program of Study

Information Technology

([count] of 4000 maximum characters used)

Pathway | Information Technology

High School Name | Ronan High School

Approval Date (mm/dd/yyyy)

Certifications, Local Articulations, or Dual Credit Classes within

([count] of 4000 maximum characters used)

Dual enrollment classes include Introduction to Information Technology, English I, College Algebra, and Programming I.

the Pathway

Cluster Level Program of Study	Health Science

([count] of 4000 maximum characters used)

Pathway	Allied Health/ Medical Assisting

High School Name	Ronan High School

Approval Date (mm/dd/yyyy)	

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

([count] of 4000 maximum characters used)

Dual Enrollment classes will include Medical Terminology, English I, Allied Health Math.

Performance Level - Summary (Read Only)

This page displays a summary of your Performance Level indicators as compared to indicator data at the state level. This data has been pre-populated with information from the State CAR Report Card for the current reporting cycle.

Performance Area	State Negotiated Performance Level	90% Threshold	Previously Reported Performance	Improvement Plan Required
1P1 - Technical Skill Attainment	75.00	67.50	83.00	No
2P1 - Credential, Certificate or Diploma	57.00	51.30	53.00	No
3P1 - Student Retention or Transfer	71.79	64.61	73.00	No
4P1 - Student Placement	77.00	69.30	76.00	No
5P1 - Nontraditional Participation	16.00	14.40	28.00	No
5P2 - Nontraditional Completion	13.00	11.70	17.00	No

1P1 Technical Skill Attainment

The State Negotiated Performance Level (SNPL) threshold target for 1P1 Technical Skill Attainment for this year is: 75.00 %

Your previous year's reported performance was: 83.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

⦿　　　　　　　　　Yes (No other information is required)　　　　○　　　　　　　No (Local Improvement Plan for Indicator 1P1)

2P1 Credential, Certificate or Diploma

The State Negotiated Performance Level (SNPL) threshold target for 2P1 Credential, Certificate or Diploma for this year is: 57.00 %

Your previous year's reported performance was: 53.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

◉   Yes (No other information is required)   ○   No (Local Improvement Plan for Indicator 2P1)

3P1 Student Retention or Transfer

The State Negotiated Performance Level (SNPL) threshold target for 3P1 Student Retention or Transfer for this year is: 71.79 %

Your previous year's reported performance was: 73.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

⦿ Yes (No other information is required)   ◯ No (Local Improvement Plan for Indicator 3P1)

4P1 Student Placement

The State Negotiated Performance Level (SNPL) threshold target for 4P1 Student Placement for this year is: 77.00 %

Your previous year's reported performance was: 76.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

⊙   Yes (No other information is required)   ○   No (Local Improvement Plan for Indicator 4P1)

5P1 Nontraditional Participation

The State Negotiated Performance Level (SNPL) threshold target for 5P1 Nontraditional Participation for this year is: 16.00 %

Your previous year's reported performance was: 28.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

◉ Yes (No other information is required) ○ No (Local Improvement Plan for Indicator 5P1)

5P2 Nontraditional Completion

The State Negotiated Performance Level (SNPL) threshold target for 5P2 Nontraditional Completion for this year is: 13.00 %

Your previous year's reported performance was: 17.00 %

Please review the performance indicators for your institution listed above, as compared with the state negotiated performance levels. As part of the legislative requirements associated with Section 113 of the Carl D. Perkins Career and Technical Education Act of 2006, a sub-recipient that does not meet 90% of the established goal for any performance measure must create and implement an improvement plan in the program year following the year of the deficiency.

If any one of your institution`s indicators failed to meet at least 90% of an agreed upon state negotiated level of performance, an improvement plan must be provided.

Did you meet or exceed the state performance level?

◉   Yes (No other information is required)   ○   No (Local Improvement Plan for Indicator 5P2)

Consortium

Federal law states that you must meet a minimum individual allocation of $50,000 to qualify for Perkins funding. If an institution is unable to meet these requirements, they may form a consortium between multiple institutions in order to meet the qualifications.

Applicants wishing to form consortiums should focus on the development of objectives and achievement of goals within Perkins programs that are beneficial to all consortium partners. Joint projects and professional development are required. Consortium partners will meet throughout the year to jointly plan, develop strategies, disseminate information and evaluate continuous improvement practices.

If applicable, please list below the postsecondary institutions requesting to form a consortium, designating the first institution as the lead:

Postsecondary Member

Please answer the following questions as they pertain to the upcoming grant cycle:

1. Please describe the mutual programs, goals, and objectives of the institutions participating in the consortium. ([count] of 2000 maximum characters used)

2. How will the partners of the consortium work together throughout the upcoming grant cycle to achieve and implement the mutual objectives and goals? ([count] of 2000 maximum characters used)

3. Please outline plans for at least one joint professional development project, one joint project activity, and at least 3 meetings in the upcoming grant cycle (dates may be tentative). ([count] of 2000 maximum characters used)

Program Advisory Committees

It is recommended that Programs of Study utilizing Perkins funding utilize Program Advisory Committees including both academic and industry professionals.

Please enter the following information regarding Program Advisory Committees that represent **Perkins programs you will be spending funds on during this fiscal year.**

Program of Study	Business, Management and Administration
Pathway	General Management

Current Program Advisory Committee Members		
Rich Janssen, CSKT Natural Resources	Randi Targerson, Black Mountain Software	
Steve Clairmont, S&K Holding	Tom Kinney, S&K Electronics	
Martin Olson, Eagle Bank	Keith Rennie, SKC Business Dept. Head	Quarter

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) (121 of 500 maximum characters used)

The Business Management Associate of Arts (BMAA) Program Advisory Committee (PAC) is scheduled to meet during Quarter #2. Qtr 2:October-December

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) (121 of 500 maximum characters used)

The Business Management Associate of Arts (BMAA) Program Advisory Committee (PAC) is scheduled to meet during Quarter #2. Qtr 2:October-December

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) (121 of 500 maximum characters used)

The Business Management Associate of Arts (BMAA) Program Advisory Committee (PAC) is scheduled to meet during Quarter #2. Qtr 2:October-December

Program of Study	Health Science
Pathway	Therapeutic Services

Current Program Advisory Committee Members	
Lori Picard, RDH, private practice	Anna Burnham, RDH, CSKT Tribal Health
Garry Pitts, DDS, CSKT Tribal Health	Roger Nueman, DDS, private practice

	Ellen Big Sam, Dental Asst., CSKT Health	Jessica Moderie, CDA, private practice	Quarter

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Dental Assisting Technology Program (DAT) Advisory Committee will meet during Winter Quarter, 2017. The DAT Program is accredited by the American Dental Association through 2020.

Qtr 3:January-March

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Dental Assisting Technology Program (DAT) Advisory Committee will meet during Winter Quarter, 2017.

Qtr 3:January-March

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Dental Assisting Technology Program (DAT) Advisory Committee will meet during Winter Quarter, 2017.

Qtr 3:January-March

Program of Study Transportation, Distribution and Logistics

Pathway Transportation Operations

Current Program Advisory Committee Members

Dan Eastman, Treasure State Concrete	Keith Ouzts, MT Contractors' Association
Larry Smith, Smith Paving	Mike Brown, BIA/CSKT Roads Manager
Rita Rehbein, Riverside Contracting	James Durglo, Head, CSKT Forestry Dept.

Quarter

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Highway Construction Training (HCT) Program Advisory Committee (PAC) will meet in February of 2016. The Heavy Equipment Operation Component (HEO) of the HCT program is accredited by the National Center for Construction Education and Research (NCCER).

Qtr 3:January-March

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Highway Construction Training (HCT) Program Advisory Committee (PAC) will meet in February of 2017.

Qtr 3:January-March

Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)

The Highway Construction Training (HCT) Program Advisory Committee (PAC) will meet in February of 2017.

Qtr 3:January-March

Program of Study	Health Science		
Pathway	Medical Assistant		
Current Program Advisory Committee Members	TBA See below		
			Quarter
Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)	The Medical Assisting Program admitted its first students in fall 2015.	Qtr 3:January-March
Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)	See above re planned meetings.	Qtr 2:October-December
Planned Meetings/Events for Current Fiscal Yr (dates do not have to be final) ([count] of 500 maximum characters used)	See above re planned meetings.	Qtr 4:April-June

Additional Comments

Date of Comment
(mm/dd/yyyy)

Add any additional comments you have for Perkins Postsecondary in the space below. Please indicate the specific page(s) you are referencing in your comments.
([count] of 2000 maximum characters used)

Any supporting documentation should be uploaded to OCHE using the File Upload process below. Such documentation (if required), can be submitted upon the initial submission of this application. If the OCHE Office requests further documentation, this File Upload process is the location where such files should be attached to your application for OCHE review.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. ([count] of 4000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, $, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File | no file selected
Uploaded Files:
No files are currently uploaded for this page.

Allocations

	Perkins-PS
Current Year Funds	
Allocation	**$97,728**
ReAllocated (+)	$0
Released (-)	$0
Total Current Year Funds	$97,728
Prior Year(s) Funds	
Carryover (+)	$0
ReAllocated (+)	$0
Total Prior Year(s) Funds	$0
Sub Total	**$97,728**
Multi-District	
Transfer In (+)	$0
Transfer Out (-)	$0
Administrative Agent	
Adjusted Sub Total	**$97,728**
Total Available for Budgeting	**$97,728**
Perkins-PS	

Funding Distribution BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536)

Click for Instructions

Total Allocation Available for Budgeting: [$97,728]

Description of Expenditure Codes

Description of Required and Permissive Uses of Funds

Administration

199 -
Administrative costs

Federal guidelines state that no more than 5% of project funds can go to administration and indirect costs.
The maximum allowed for the institution is $4,886.

Describe proposed administrative costs here (if any) (maximum length is 1000 characters)

The Project Director (PD) will be Dr. Stacey Sherwin. The administrative responsibilities of the PD will include project management and oversight, supervision, program and fiscal reporting, implementation activities, and coordination of the Perkins Committee. The PD will work with the Big Sky Pathways Coordinator regarding establishment and renewal of Programs of Study. Dr. Sherwin will allocate 4% of her time to this project, which amounts to $3017 of her annual salary of $75,416. Fringe benefit are calculated at .34 x % of effort, or $1026.

Amount [4043]

Project Summary Number 1

(Max 2500 characters) Count (0 of 2500)

SKC will develop three additional Big Sky Pathways and develop materials to advise and promote the Big Sky Pathways and Dual Enrollment options for reservation high schools. Dr. Dennis LaBonty will devote the Perkins component of his salary to working with high school counselors, parents, and families to increase awareness of career clusters, Big Sky Pathways, and career options. Dr. LaBonty will conduct a training with a working lunch on career counseling for pathways, MCIS, and dual enrollment options for counselors and POS members from high schools (1 counselor and 1 POS member from 7 high schools + BSP Coordinator = 15 people @ $6.50/person = $98. Class 8 licenses will be required for SKC faculty members teaching dual enrollment courses in BSP; SKC will reimburse faculty members for the costs of licenses, background checks, and fingerprinting following completion of the licensing.

List which required and/or permissive uses of funds will support this project.

R2,

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row

101-Salaries	Salary for Dr. Dennis LaBonty to support conducting training for counselors and POS members from local high schools, development of advising materials for counselors and students/parents on dual enrollment and BSP options, and arranging high school student participation in SKC Career Fair, as well as coordinating reporting and budget management with project director. (.20 FTE x $67,953). Dr. LaBonty is Adjunct Faculty at SKC, and therefore is considered a part time employee. An additional .36 of Dr. LaBonty's salary is taken from the Big Sky Pathways Grant for development of new Big Sky Pathways.	13591	☐
102-Benefits	Benefits for Dr. LaBonty; part time employees calculated at 10% ($13591X.10 = $1359); includes worker's comp, no health insurance.	1359	☐
220-Consumable Supplies	Printing of advising/counseling materials for counselors, parents/students about BSP and DE ($.20/ea x 400 = $100); Brochures for the career fair ($350).	450	☐
220-Consumable Supplies	Office supplies for BSP Coordinator including pens, folders, paper for trainings for HS counselors and POS members ($100);	100	☐
401-Registration and Training	working lunch for counselors/POS members (1 counselor and 1 POS member from 7 HS + BSP Coordinator = 15 people x $6.50/lunch = $97.50).	98	☐
401-Registration and Training	Class 8 licenses for 10 SKC faculty members, including license and fingerprinting/background check (10 faculty x $80.00 ea license)	800	☐
		0	☐
		0	☐
		0	☐
	SubTotal:	**$16,398**	

Project Summary Number 2
(Max 2500 characters) Count (0 of 2500)

SKC's Highway Construction Training program provides students with the knowledge, skills, and credentials to obtain jobs as entry-level heavy equipment operators and truck drivers in the transportation and highway construction industries. HCT offers a 1-year program leading to a Certificate of Completion and four industry-recognized credentials; the program is certified by the National Center for Construction Education and Research (NCCER). The HCT Department Head, Mr. Dennis Talbott, will explore the possibilities of a pathway leading to the HCT program, as requested by Ronan HS. Mr. Talbott will also reach out to Two Eagle River HS to explore options for aligning HS and HCT programs. Professional development in new career and technical skills, particularly technology-related updates, is critical for HCT faculty members as new equipment is highly computerized. Professional development funds will be provided to assist HCT faculty in maintaining relevant and up-to-date skills which can be taught to students.

List which required and/or permissive uses of funds will support this project.
R2, R4

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
220-Consumable Supplies	Office supplies for HCT Department including materials for SKC Career Fair.	200	☐
400-Travel	Travel and hotel/per diem for HCT instructors - NCCER training in Helenta, MT, and other training TBD.	900	☐
401-Registration and Training	Professional development for Highway Construction Training instructors. ($200 per instructor x 3 instructors)	600	☐
800-Other Expenditures	Purchase fuel for operating training vehicles	6000	☐
800-Other Expenditures	Purchase parts and repair machines to maintain the training equipment inventory in safe working order	7170	☐
		0	☐
	SubTotal:	**$14,870**	

Project Summary Number 3

(Max 2500 characters) Count (0 of 2500)

SKC provides services for special populations including counseling, success coaching, career counseling, retention services, academic tutoring, and disabilities counseling. The SKC Special Populations Disabilities Counselor also works with SKC faculty members to ensure that CTE concentrators with self-disclosed disabilities receive appropriate accommodations and services. SKC also provides free tutoring for CTE students including special populations students. Approximately 50% of SKC students are CTE concentrators who are eligible for tutoring organized by the Career Center and the Writing Center. The Career Center tracks tutoring services provided to CTE concentrators.

List which required and/or permissive uses of funds will support this project.

R9, P9

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Linda Pete, Special Populations and Disabilities Counselor. (.05 FTE of annual salary of $41,766 = $2088.	2088	☐
101-Salaries	Salaries for CTE student tutors (10 tutors x 250 hours x $10.14/hour)	2535	☐
102-Benefits	Benefits for Linda Pete; full time employees calculated at .34% of salary, including social security, health insurance, medicare, workman's comp, and retirement. 2088x.34 = 710	710	☐
102-Benefits	Benefits for CTE student tutors (benefits calculated at 10% for part time employees; 2535 x .10 = $253)	253	☐

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
220-Consumable Supplies	Office supplies for tutors (pens, paper)	200	☐
220-Consumable Supplies	Office supplies for Special Populations and Disabilities Counselor (pens, paper, folders, markers, clips, reference materials for faculty re: disabilities accommodations).	200	☐
		0	☐
		0	☐
		0	☐
	SubTotal:	$5,986	

Project Summary Number 4
(Max 2500 characters) Count (0 of 2500)

SKC will continue to support the new Medical Assisting Associate of Applied Science, which prepares entry-level medical assistance in the variety of front and back office procedures that are part of doctor's offices and clinics. The program will be in its second year in 2016-2017, and will continue to require support in developing medical assistant textbooks and other reference materials as well as disposable supplies for students learning procedures in the college laboratory setting. The College will also support the medical assisting instructor's membership in the professional association for Medical Assistants and continuing professional development so the program can become an accredited medical assisting program.

List which required and/or permissive uses of funds will support this project.
R5, R7

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Salary for Medical Assisting Instructor (.66 FTE at $33,900)	22374	☐
102-Benefits	Benefits for Med Assting faculty; full time employees calculated at .34% of salary, including social security, health insurance, medicare, workman's comp, and retirement. (.34x 22,374 = 7607)	7607	☐
220-Consumable Supplies	can't delete line	1	☐
401-Registration and Training	Membership in the American Association of Medical Assistants (AAMA) for Medical Assisting instructor ($92.00); Continuing professional development for medical assisting instructor to allow for progress toward obtaining program accreditation ($3908).	4000	☐
800-Other Expenditures	Medical Assistant reference materials, computer applications for student training; printing for curriculum brochures for the Medical Assisting Program.	1050	☐

800-Other Expenditures	Face masks, disposable needles, tourniquets, rubber gloves, office supplies, printing for Medical Assistant program	1999	☐
		0	☐
		0	☐
		0	☐
	SubTotal:	$37,031	

Project Summary Number 5

(Max 2500 characters) Count (0 of 2500)

During 2016-2017, SKC will implement a 1-year Certificate of Completion in Emergency Services. The program will provide entry-level training as an Emergency Medical Technician as well as credentialing in emergency communication, wildland firefighting, and emergency management. Perkins funds will be utilized to support 10% FTE of a Allied Health Program Director, who will direct the implementation of the Emergency Services program including developing student handbook and admissions materials, establishing the program advisory committee, and setting up clinical sites for students (annual salary of $39,800 x 15% effort = salary of $5970; fringe benefits calculated at .34 for full time employees = $2030). Four courses in the Emergency Services program will be taught by adjunct faculty. The program coordinator will require a computer and office supplies for initial program start-up.

List which required and/or permissive uses of funds will support this project.

R7

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Adjunct faculty pay for emergency services program (total of 12 credits x $400/credit = $4800).	4800	☐
101-Salaries	10% FTE of a Allied Health Program Director (annual salary of $59,700 x .10 = 5970)	5970	☐
102-Benefits	Benefits for part time faculty teaching ES program = 10% - no health care ($4800 x .10 = 480).	480	☐
102-Benefits	Benefits for Allied Health Program Director (.34 x percentage of effort = 2029)	2030	☐
220-Consumable Supplies	Office supplies for Emergency Services program: pens, pencils, paper, notebooks, folders, etc.	400	☐
224-Minor Equipment	Computer, software, and carrying case for new Emergency Services program coordinator.	1389	☐
		0	☐

		0	☐
		0	☐
	SubTotal:	$15,069	

Project Summary Number 6

(Max 2500 characters) Count (0 of 2500)

Professional Development for Project Director and supplies for Perkins Committee

List which required and/or permissive uses of funds will support this project.

R1, R8, R6

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
220-Consumable Supplies	Office supplies and printing costs for project management, coordination with HCT, Medical Assisting, and Emergency Services programs, Perkins Committee Meetings	200	☐
400-Travel	Travel for project director to attend Association for Institutional Research meeting (per diem 4 days @ 46/day = $184.00; airfare $700; lodging $189/night for conference hotel - $756.00, mileage Pablo-Missoula 120RT x .26/mi = $31).	1671	☐
401-Registration and Training	Conference fee and membership, Association for Institutional Research	460	☐
800-Other Expenditures	Technical and integration support for TracDat learning outcomes assessment software	2000	☐
		0	☐
		0	☐
	SubTotal:	$4,331	

Project Summary Number 7

(Max 2500 characters) Count (0 of 2500)

Please enter description of this project here...

List which required and/or permissive uses of funds will support this project.

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
		0	☐
		0	☐
		0	☐
	SubTotal:	$0	

	Totals:	$97,728

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	$97,728		(F) Total budgeted above	$97,728
(B) Budgeted Property and Equipment Cost (Exp code 500)	$0		(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	$97,728		(H) Total Budget (F+G)	$97,728
(D)				
(E) Maximum Indirect Cost (C*(D/1+D))	$5,531		Allocation Remaining (A-H)	$0

Calculate Totals

Budget Summary Rollup

2017 Annual Allocation for grant year beginning 7/1/2016 - 6/30/2017

Exp Code	Line Item Detail Description	Amount
101-Salaries	Salary for Dr. Dennis LaBonty to support conducting training for counselors and POS members from local high schools, development of advising materials for counselors and students/parents on dual enrollment and BSP options, and arranging high school student participation in SKC Career Fair, as well as coordinating reporting and budget management with project director. (.20 FTE x $67,953). Dr. LaBonty is Adjunct Faculty at SKC, and therefore is considered a part time employee. An additional .36 of Dr. LaBonty's salary is taken from the Big Sky Pathways Grant for development of new Big Sky Pathways.	$13,591
101-Salaries	Linda Pete, Special Populations and Disabilities Counselor. (.05 FTE of annual salary of $41,766 = $2088.	$2,088
101-Salaries	Salary for Medical Assisting Instructor (.66 FTE at $33,900)	$22,374
101-Salaries	Adjunct faculty pay for emergency services program (total of 12 credits x $400/credit = $4800).	$4,800
101-Salaries	10% FTE of a Allied Health Program Director (annual salary of $59,700 x .10 = 5970)	$5,970
101-Salaries	Salaries for CTE student tutors (10 tutors x 250 hours x $10.14/hour)	$2,535
102-Benefits	Benefits for Dr. LaBonty; part time employees calculated at 10% ($13591X.10 = $1359); includes worker's comp, no health insurance.	$1,359
102-Benefits	Benefits for Linda Pete; full time employees calculated at .34% of salary, including social security, health insurance, medicare, workman's comp, and retirement. 2088x.34 = 710	$710
102-Benefits	Benefits for Med Assting faculty; full time employees calculated at .34% of salary, including social security, health insurance, medicare, workman's comp, and retirement. (.34x 22,374 = 7607)	$7,607
102-Benefits	Benefits for part time faculty teaching ES program = 10% - no health care ($4800 x .10 = 480).	$480
102-Benefits	Benefits for Allied Health Program Director (.34 x percentage of effort = 2029)	$2,030
102-Benefits	Benefits for CTE student tutors (benefits calculated at 10% for part time employees; 2535 x .10 = $253)	$253
199-Administrative Costs	The Project Director (PD) will be Dr. Stacey Sherwin. The administrative responsibilities of the PD will include project management and oversight, supervision, program and fiscal reporting, implementation activities, and coordination of the Perkins Committee. The PD will work with the Big Sky Pathways Coordinator regarding establishment and renewal of Programs of Study. Dr. Sherwin will allocate 4% of her time to this project, which amounts to $3017 of her annual salary of $75,416. Fringe benefit are calculated at .34 x % of effort, or $1026.	$4,043

Subtotal Personnel Services: $67,840

Exp Code	Line Item Detail Description	Amount

Exp Code	Line Item Detail Description	Amount
220-Consumable Supplies	Printing of advising/counseling materials for counselors, parents/students about BSP and DE ($.20/ea x 400 = $100); Brochures for the career fair ($350).	$450
220-Consumable Supplies	Office supplies for HCT Department including materials for SKC Career Fair.	$200
220-Consumable Supplies	can't delete line	$1
220-Consumable Supplies	Office supplies for Emergency Services program: pens, pencils, paper, notebooks, folders, etc.	$400
220-Consumable Supplies	Office supplies and printing costs for project management, coordination with HCT, Medical Assisting, and Emergency Services programs, Perkins Committee Meetings	$200
220-Consumable Supplies	Office supplies for tutors (pens, paper)	$200
220-Consumable Supplies	Office supplies for Special Populations and Disabilities Counselor (pens, paper, folders, markers, clips, reference materials for faculty re: disabilities accommodations).	$200
220-Consumable Supplies	Office supplies for BSP Coordinator including pens, folders, paper for trainings for HS counselors and POS members ($100);	$100
224-Minor Equipment	Computer, software, and carrying case for new Emergency Services program coordinator.	$1,389

Subtotal Operating Expenses:$3,140

Exp Code	Line Item Detail Description	Amount

Subtotal Communications:$0

Exp Code	Line Item Detail Description	Amount
400-Travel	Travel for project director to attend Association for Institutional Research meeting (per diem 4 days @ 46/day = $184.00; airfare $700; lodging $189/night for conference hotel - $756.00, mileage Pablo-Missoula 120RT x .26/mi = $31).	$1,671
400-Travel	Travel and hotel/per diem for HCT instructors - NCCER training in Helenta, MT, and other training TBD.	$900
401-Registration and Training	working lunch for counselors/POS members (1 counselor and 1 POS member from 7 HS + BSP Coordinator = 15 people x $6.50/lunch = $97.50).	$98
401-Registration and Training	Membership in the American Association of Medical Assistants (AAMA) for Medical Assisting instructor ($92.00); Continuing professional development for medical assisting instructor to allow for progress toward obtaining program accreditation ($3908).	$4,000
401-Registration and Training	Class 8 licenses for 10 SKC faculty members, including license and fingerprinting/background check (10 faculty x $80.00 ea license)	$800
401-Registration and Training	Professional development for Highway Construction Training instructors. ($200 per instructor x 3 instructors)	$600
401-Registration and Training	Conference fee and membership, Association for Institutional Research	$460

Subtotal Travel:$8,529

Exp Code	Line Item Detail Description	Amount
800-Other Expenditures	Purchase fuel for operating training vehicles	$6,000
800-Other Expenditures	Purchase parts and repair machines to maintain the training equipment inventory in safe working order	$7,170
800-Other Expenditures	Medical Assistant reference materials, computer applications for student training; printing for curriculum brochures for the Medical Assisting Program.	$1,050
800-Other Expenditures	Technical and integration support for TracDat learning outcomes assessment software	$2,000

| 800-Other Expenditures ▾ | Face masks, disposable needles, tourniquets, rubber gloves, office supplies, printing for Medical Assistant program | $1,999 |

<div align="right">

Subtotal Other Expenditures:$18,219
Total Direct Costs:$97,728
Total Indirect Costs:$0

</div>

Exp Code	Line Item Detail Description	Amount

<div align="right">

Subtotal Major Equipment:$0
Total Grant Funds:$97,728

</div>

In the box provided, indicate the **number of the Project Summary(s)** that changed and provide details about what **fields were modified.**
(237 of 5000 maximum characters used)

Budget change: Moved $900 of previously allocated training costs for Highway Construction training to travel costs to support costs of travel to training. Moved $100 consumable supply budget previously approved to appropriate category.