

Table 26: Title III Management Procedures

IHCC/DCTC Title III Management Procedures	
Area	Description/Responsibility
Project Staff Meetings	Project Director conducts bi-weekly meeting with project personnel to identify and solve problems, monitor activity progress, and discuss coordination with other divisions at partner institution. Project Director meets monthly (first year) and quarterly thereafter with Title III Advisory Committee.
Management	Project Director ensures compliance with institutional, state, and federal regulations; timely progress toward objectives and goals; and measurable impact in strengthening capacity at partner institutions.
Evaluation	Project Director works with IR at both colleges and external evaluator to measure achievement and compare the outcomes to stated goals and objectives.
Fiscal Management	Project Director ensures appropriate use of funds, in compliance with EDGAR and institutional policies and procedures; facilitates budgetary decisions, projections and expenditure approval.
Project Manual and Procedures	Developed by Project Director and includes: standard operating guidelines, policies/procedures, staff responsibilities, lines of authority, staff job descriptions, required forms, reporting procedures, timelines. Distributed to project/partner staff and Title III Advisory Committee.
Time and Effort Reports	Monthly time and effort reports that include time worked, tasks completed and objectives met for all Title III grant employees.
Project Reporting	Project staff submit monthly progress reports to the Project Director, summarizing implementation progress, site visits, formative and summative evaluation issues, unanticipated problems, potential solutions, delays in projected timeline, requests for assistance. Quarterly reports by the Project Director summarize progress toward activity outcomes and obstacles encountered and form the basis of briefings for the Title III Advisory Committee, and the Annual Performance Reports to the U.S. Dept. of Education.
Personnel Procedures	Institutional policies and procedures followed for hiring.
Dissemination	Title III project information included on colleges' websites; news stories included in colleges' media, newsletters, websites, Facebook, twitter, etc., as appropriate.