

**Quality Education for Minorities (QEM) Network
Planning and Multi-year Proposal Development Workshop for the
National Science Foundation (NSF)'s Historically Black Colleges and Universities
Undergraduate Program (HBCU-UP)**

The Embassy Suites Hotel New Orleans Convention Center
315 Julia Street • New Orleans, LA 70130 • 504/525-1993

October 5-6, 2006

WORKSHOP PURPOSE

To assist participating institutions in further developing their ideas for planning and multi-year proposals to the National Science Foundation (NSF)'s Historically Black Colleges and Universities-Undergraduate Program (HBCU-UP). NSF staff, Project consultants and QEM staff will provide information and offer advice on ways institutional teams, prior to the FY 2007 Program deadline, might further develop ideas contained in project summaries they bring to the workshop.

Note: Participants are expected to take advantage of the free breakfast at this Hotel.

AGENDA

THURSDAY, OCTOBER 5

AM

- 8:00 *Registration and Coffee* *Bayou Jean Lafitte
Section 4, Sixth Floor*
- 8:30 *Opening Plenary Session*
Welcome, Introductions, Review of Workshop Goal,
Meeting Packet, and Agenda
 Shirley McBay, President, QEM Network
- 8:45 *Review of HBCU-UP Program Goals and Guidelines*
Strengths and Weaknesses in Funded/Non-funded HBCU-UP Proposals
 Jessie DeAro, Program Director, HBCU-UP
 Division of Human Resource Development
 Education and Human Resources Directorate, NSF
- 9:15 *New HBCU-UP Project Opportunities: Education Research and
 Targeted Infusion Projects*
 Camille McKayle, Program Director, HBCU-UP
 Division of Human Resource Development
 Education and Human Resources Directorate, NSF
- 9:45 *Review of NSF's Merit Review Criteria and Process*
 William Sibley, QEM Consultant
- 10:15 *Multi-year Grantees Share Their HBCU-UP Experiences: What Worked Well?
 What Didn't Work Well? Lessons Learned?*
 John Anderson, Vice President for Academic Affairs, Oakwood College
 Larry Mattix, Associate Dean, School of Science and Technology
 Norfolk State University (*Invited*)

- 10:45 *Coffee Break*
- 11:00 Concurrent Sessions I:
 MULTI-YEAR PROPOSAL TRACK (First-time Multi-year) *Bayou Jean Lafitte
 Section 4*
- Focus: Faculty Development Goals and Proposed Strategies
 from Project Summaries
- Discussion Leaders:
 Shirley McBay, QEM Network
 William Sibley, QEM Consultant
- MULTI-YEAR PROPOSAL TRACK (Second-time Multi-year) *Diamond A*
- Focus: Accomplishments and Challenges from First Multi-year Grant
- Discussion Leaders:
 Fitzgerald Bramwell, Professor, Department of Chemistry
 University of Kentucky, and QEM Consultant
 J. Arthur Jones, Senior Associate, QEM Network
- PLANNING PROPOSAL TRACK *Andrew Jackson's
 Board Room*
- Focus: Brief Presentations of Project Summaries
- Discussion Leaders:
 Arturo Bronson, Professor, Department of Mechanical and Industrial
 Engineering, University of Texas at El Paso, and QEM Consultant
 Althea Burns, Associate and Conference Coordinator, QEM Network
- NOON
- 12:00 Institutional Teams Discuss Implications of Session I for their Proposals
- PM
- 12:30 *Lunch* *Atrium*
- 1:30 Concurrent Sessions II: (Same Locations, Groupings of Institutions, and
 Session Leaders as Concurrent Sessions I)
- MULTI-YEAR PROPOSAL TRACK (First-time Multi-year Proposals)
Focus: Curriculum Reform, Student Support Goals, and Proposed Strategies
 from Project Summaries
- MULTI-YEAR PROPOSAL TRACK (Second-time Multi-year Proposals)
Focus: Brief Presentations of Project Summaries
- PLANNING PROPOSAL TRACK
Focus: -Ways to Assess Institutional Needs and Establish Baselines,
 Benchmarks, and Indicators of Progress
 -Building Evaluation into Planning Proposals
- 3:00 Institutional Teams Discuss Implications of Session II for their Proposed Projects
- 3:30 *Refreshment Break*

- 3:45 Concurrent Sessions III: (Same Locations, Groupings of Institutions, and Session Leaders as Concurrent Sessions I and II)
 MULTI-YEAR PROPOSAL TRACK (First-time Multi-year Proposals)
Focus: Project Management, Timeline, and Budget
- MULTI-YEAR PROPOSAL TRACK (Second-time Multi-year Proposals)
Focus: Discussion of "Value-Added" by the Proposed Projects
- PLANNING PROPOSAL TRACK
Focus: Ways to Strengthen Proposed Planning Projects
- 5:00 Institutional Teams Discuss Implications of Session III for their Proposed Projects
- 6:00 *Dinner on Your Own*

FRIDAY, OCTOBER 6

AM

8:00 *Coffee* *Bayou Jean Lafitte*

8:30 Concurrent Sessions IV:

MULTI-YEAR PROPOSAL TRACK (First-time Multi-year Proposals) and
 PLANNING PROPOSAL TRACK
Focus: How to Use NSF's *FastLane* for Proposal Submissions and Reviews
 and for Submission of Project Progress and Financial Reports
 Evelyn Baisey-Thomas, Computer Specialist
 Division of Information Systems
 Office of Information and Resource Management, NSF

MULTI-YEAR PROPOSAL TRACK (Second-time Multi-year) *Diamond A*
Focus: Potential Collaborations/Partnerships with Other Institutions

10:45 *Refreshment Break*

11:00 Institutional Teams Reflect on Sessions Attended and Discuss Implications for
 Their Proposal Ideas

PM

12:30 *Lunch* *Atrium*

1:30 Discussion of Profile of FY2006 HBCU-UP Targeted Infusion
 and Education Research Awards *Bayou Jean Lafitte*
Section 4
 J. Arthur Jones, QEM Network

2:00 Discussion of Participants' Ideas for Possible Targeted Infusion and/or
 Education Research Awards

3:00 Plenary Session: *Assessment and Evaluation*
 Carole Morning, Director, Higher Education Extension Service

4:00 -Summary Comments by Consultants and QEM Project Staff
 -Observations and Recommendations by Participants
 -Next Steps

4:30 *Adjournment*