DCC
Minutes of the October 7, 2010 Meeting

Attending: Amy Hunt, Jolyn Foy, Marilyn Kaff, Keith Powers, Jim Teagarden, Kevin Murry, Trudy Salsberry, Kimberly Staples, and Jeff Zacharakis

1. Introductions and welcome to Amy Hunt, our new representative from Education Council
2. Discussion of DCC grant proposal guidelines and assessment rubric
   a. Agreed that guidelines and rubric should be sent to Dr. Holen and Dr. Griffin, requesting that they review and make specific suggestions on what parts need to be changed.
3. Discussion to identify and bring national expert to COE for workshop on how to develop theory to best practices on diversity in the classroom.
   a. Kimberly will contact Dr. James Bank on his availability and fees, or for suggestions for other possible presenters if he is not available.
   Then DCC will develop a budget plan for this event.
4. DCC decided to waive two-month proposal timeline for travel money grant so Kimberly can bring a group of her students to an inner city Kansas City school to teach. Once DCC receives Kimberly’s proposal, we will evaluate it via email and make determination quickly so she can plan this student event prior to the end of the semester.
5. Trudy led discussion on using DCC as a college sounding board and resource on diversity issues and problems.
6. Marilyn volunteered to organize a workshop for the college on cyber citizenship and ethics. Dr. Mike Ribble is known for his expertise on this subject and will be contacted to see if he is available to conduct this workshop. This workshop is in response to the suicide tragedy of Rutgers University student, Tyler Clementi.
7. Jeff offered to make presentation at Education Council on DCC mission and grant opportunities. Amy will see when this presentation can be put on Ed Council’s agenda.

Next meeting: November 4, 9:30 am.
Diversity for Community Committee
Proposal Funding Guidelines

The Diversity for Community Committee (DCC) welcomes proposals from college faculty, staff, and students for projects that enhance our knowledge, skills, and professional dispositions, directly related to issues of diversity (e.g., ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area). The DCC seeks to support research and experiences that develop the ability of candidates and professionals to work with diverse populations, including P-12, adult education, and higher education communities. These grants can be used for research, to present at conferences, or to pay for honoraria and travel expenses of invited guests. Typically successful proposals are funded up to $2,000. Successful applicants will be asked to share their research results, project outcomes, and experience at a college brown-bag lunch or make a formal presentation to the college community. Proposals will be scored on these criteria:

1. Project Description
2. Project Work Plan
3. Relationship to Position Responsibilities
4. Support for the Mission of the College of Education
5. Benefits to the Students, Staff, and Faculty of the College of Education
6. Requested Funding and Detailed Budget

Process for Proposal Submission and Review:

A) Applicant submits required materials to the Chair of the Diversity for Community Committee (or her/his designee) no later than 2 months prior to the proposed activity.
B) The Diversity for Community Committee reviews all proposals during their monthly meetings.
C) The Chair of the Diversity for Community Committee (or her/his designee) will notify the applicant as to the status of the request within 30 days of the proposal submission.

Criteria for Consideration for Proposal Funding:

A) Must be an undergraduate or graduate student currently enrolled at K-State at the time of proposal submission and majoring in Education or a faculty/staff member currently employed in, or collaborating with, the College of Education.
B) Must submit a typed narrative statement that includes the following information:
   1) Statement of the applicant’s status in, or relationship to, the College of Education (e.g., undergraduate student v. graduate student v. faculty/staff) and department affiliation and/or major
   2) Detailed description of the proposed activity and how that activity relates to current educational progress or position responsibilities
   3) Detailed description of how the proposed activity supports the mission of the College of Education
   4) Detailed description of how knowledge and/or skills gained through the diversity-related activity will benefit students, staff, and/or faculty in the College of Education. At the very least, it is expected that recipients of funding will make a formal presentation to College of Education students and/or faculty/staff within the academic year, upon completion of the proposed activity.

Revised 12/08
C) Must submit a detailed budget for the proposed activity that includes information regarding all sources of funding. It is expected that the applicant seek other sources of funding for the proposed activity.

D) If the applicant is a student: Must submit a letter of recommendation from a College of Education faculty/staff advisor or current instructor.

E) If the applicant is a student: Must submit a current transcript.

F) If the applicant is a faculty/staff member: Must submit an abbreviated vita.

Note: The ultimate approval for funding regarding distribution of funds from this budget lie with the Office of the Assistant Dean for Diversity.

Note: Exceptions to any of the above guidelines, or requests for additional information, may be made at the discretion of the Diversity for Community Committee. Receipt of funding for one proposal does not guarantee receipt of funding for additional proposals; funding decisions will be based on the individual merits of each proposal.

Questions? Contact the Chair of the Diversity for Community Committee:

Dr. Jeff Zacharakis
253 Bluemont Hall
Kansas State University
(785) 532-5556
jzachara@ksu.edu
Manhattan, KS 66506
Diversity for Community Committee
Rubric for Proposal Evaluation

Proposal Review for: ____________________________________________________________

Proposed Activity: __________________________________________________________

Date Received: ___________________________

<table>
<thead>
<tr>
<th>I. Minimum Requirements for Review</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>A. Materials submitted to the Chair of the Diversity for Community Committee (or her/his designee) no later than 2 months prior to the proposed activity.</td>
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<td>B. Applicant currently enrolled as an undergraduate or graduate student at K-State majoring in education or is a faculty/staff currently employed in, or collaborating with, the College of Education</td>
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<tr>
<td>C. Description of Proposed Activity</td>
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<tr>
<td>D. Description of Connection to Educational Progress or Position Responsibilities</td>
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<td>E. Description of Connection to the Mission of the College of Education</td>
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<td>F. Description of Benefit to Students, staff, and/or faculty in the College of Education</td>
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<td>G. Budget</td>
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<td>H. Letter of Recommendation from COE faculty/staff or current advisor</td>
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<td>I. Current Transcript</td>
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<td>J. Abbreviated Vita</td>
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### II. Proposal Description (Criteria)

<table>
<thead>
<tr>
<th>Score</th>
<th>Inadequate</th>
<th>Marginally Adequate</th>
<th>Adequate</th>
<th>Excellent</th>
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<td>2</td>
<td>3</td>
<td>4</td>
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#### A. Connection to Current Educational Progress or Position Responsibilities

- **Inadequate**: Statements do not connect proposed activity to educational progress or position responsibilities.
- **Marginally Adequate**: Statements of connection are vague and unclear.
- **Adequate**: Statements clearly demonstrate a connection to current educational progress or position responsibilities.
- **Excellent**: Statements demonstrate a major connection to educational progress or position responsibilities.

#### B. Supports the Mission of the College

- **Inadequate**: Statements do not support the mission of the College.
- **Marginally Adequate**: Statements demonstrate a weak or incidental alignment with the mission of the College.
- **Adequate**: Statements demonstrate a clear alignment with the mission of the College.
- **Excellent**: Statements demonstrate a deeper level connection to the Mission of the College.

#### C. Benefits to Students, Staff, and/or Faculty

- **Inadequate**: The diversity-related activity does not present a benefit to students, staff, and/or faculty.
- **Marginally Adequate**: The diversity-related activity describes a general benefit to students, staff, and/or faculty.
- **Adequate**: The diversity-related activity describes a specific and clear benefit to the students, staff, and/or faculty.
- **Excellent**: The diversity-related activity describes a specific and clear benefit that will possibly impact performance of students, staff, and/or faculty.

### III. Budget Description (Criteria)

<table>
<thead>
<tr>
<th>Score</th>
<th>Inadequate</th>
<th>Marginally Adequate</th>
<th>Adequate</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
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<td></td>
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#### D. Budget Detail

- **Inadequate**: The budget does not include basic expenditures for the proposed activity.
- **Marginally Adequate**: The budget includes expenditures that are not reasonable for the proposed activity.
- **Adequate**: The budget includes expenditures that are reasonable for the proposed activity.
- **Excellent**: The budget includes a clear and detailed itemization of expenditures. Expenditures are reasonable for the proposed activity.

#### E. Additional Funding

- **Inadequate**: The budget does not include or demonstrate an attempt to seek additional funding.
- **Marginally Adequate**: The budget includes additional funding or demonstrates an attempt to seek minimal funding.
- **Adequate**: The budget includes a level of additional funding or an attempt to seek funding comparable to the amount of the request.
- **Excellent**: The budget includes multiple sources of additional funding or an attempt to seek funding from multiple sources.
### IV. Recommendation

#### F. Recommendation to Fund or Not to Fund

<table>
<thead>
<tr>
<th>Inadequate 1</th>
<th>Marginally Adequate 2</th>
<th>Adequate 3</th>
<th>Excellent 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>This proposal should not be funded</td>
<td>This proposal should receive minimal consideration for funding</td>
<td>This proposal should be considered for partial funding.</td>
<td>This proposal should be funded for the total amount requested.</td>
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</tbody>
</table>

**OVERALL SCORE**

Comments: