

**Office of Title III Programs**

**QUARTERLY PERFORMANCE REPORT**

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| **Date:** | January 5, 2023 |
| **Reporting Period:** | 1st Quarter  2nd Quarter 3rd Quarter 4th Quarter |
| **Activity Director:** |  |
| **Activity Title:** |  |
| **LAA #:** |  |
| **Focus Area:** | Institutional Management  Fiscal Stability  Student Services & Outcomes  Academic Quality |
| **GRPA Indicator** | Retention  Graduation  Enrollment |
| **Title III Grant:** | HBCU  FUTURE ACT  MASTERS  CARRYOVER-HBCU  CARRYOVER-SAFRA |
| **Part I: Project Summary**  Provide a brief summary of progress made during this quarter toward completing stated objectives:   * **Summarize/highlight achievements or milestones** reached during this quarter. * Describe the **target population** being served for this activity; * Discuss the **outcomes** of your activity for this quarter; and describe how they address the goals of the University’s Strategic Plan. (list the University’s strategic priority that is linked to your activity) * Discuss the impact your Activity has had at least **ONE** of the following: ***enrollment, retention, graduation and/or fiscal stability***.   **All of the above bullets should be addressed.** | |
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**Collaborations:**

Provide any update on your Activity's collaboration efforts with other college/university divisions, departments, universities, companies and/or corporation or programs.

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Has the use of Title III grant funds facilitated or contributed to bringing additional resources to the University, for example, new Federal, State, or local dollars that can be attributed partly to grant activities?  Yes  No

If ***yes***, please explain.

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| **Part II: Status of Objectives**  **Provide the status of each objective. List each objective along with performance indicators as they are written in the proposal. Include measurable outcome, baseline data and performance indicators.** |

**PROGRESS REPORTING REQUIREMENTS**

***Objective Status*:** Continued funding requires evidence of ***substantial progress*** towards meeting your activity objectives. Provide the information requested for each **objective** and **performance indicator (measure)**. **Objectives should include baseline data, especially** to **increase** or **decrease** an entity. Baseline data serves as the starting point for your Title III project based on previously collected data **(e.g Increase retention rate by 2%; Baseline = current retention rate: 77%)**

**The Target and Actual Performance Data**

The Target and Actual Performance Data boxes are each divided into three columns: **Raw Number; Ratio; and Percentage (%).**

**PERFORMANCE MEASURES STATED IN TERMS OF A SINGLE/RAW NUMBER**

For performance measures that are stated in terms of a single number (e.g., the number of workshops that will be conducted or the number of students that will be served), the target and actual performance data should be reported as a single number under the **Raw Number column** (e.g., **10** workshops or **80** students). Please leave the **Ratio and Percentage (%) columns** blank.

**PERFORMANCE MEASURES THAT ARE STATED IN TERMS OF A PERCENTAGE**

For performance measures that are stated in terms of a percentage (e.g., percentage of students that attain proficiency), complete both the **Ratio column** and the **Percentage (%) column**. Please leave the **Raw Number column** blank. In the **Ratio column** (e.g., **80/100**), the numerator represents the numerical target (e.g., the number of students that are expected to attain proficiency) or actual performance data (e.g., the number of students that attained proficiency), and the denominator represents the universe (e.g., all students served). Please enter the corresponding percentage (e.g., **80**%**)** in the **Percentage (%) column**.

***For each objective and performance indicator (measure), you must answer the following questions in your explanation, where applicable. Include charts to document comparisons, when appropriate:***

* List each objective along with the performance indicators, as written in the approved proposal.
* Indicate whether the objective for the reporting period is on schedule, complete, deleted (approval required), incomplete. Provide baseline data and the current outcome for each objective. Provide quantitative and/or qualitative data for performance indicators to demonstrate progress or completion.
* For anticipated results of each performance indicator, provide your target goals as stated in proposal and your actual (current)results
* Discuss what evidence is being collected and documents to support your claims.
* How many of an entity did you say you were going to complete (# or %)?
* How many did you complete during the reporting period?
* What information did you share with faculty to enhance instruction or inform them of faculty development opportunities (webinars, virtual workshops, virtual discussion panels, etc.)?
* Discuss trainings/workshops in detail; how many participants attended the workshops or webinars?
* Discuss progress on constructions/renovation projects include identification of academic space, meetings, dates, attendees, bid information – if applicable.
* Discuss new academic programs process which include letter of intent and approval status.
* What were the results of the evaluations administered after each workshop, webinar, etc.?
* If faculty traveled, what did they learn to strengthen instruction and student performance (what new methods did they learn to employ)? Faculty and staff should document this once they return, and you should include a summary of the information.
* If staff traveled, what did they learn to strengthen their job performance and services offered faculty and students (what new methods did they learn to employ)? Staff should document this once they return, and you should include a summary of the information.
* If you purchased equipment for instruction, what can students complete now that they could not complete before the new equipment?
* If you purchased equipment to strengthen an administrative function, what can staff complete now that they could not complete before and how have services improved?
* If there were challenges, what did you do to address them?

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| **Objective 1.0:** | | | | | **Status:** Choose an item. | | |
| **Objective Baseline Data:** Click or tap here to enter text. **Current Outcome:** Click or tap here to enter text. | | | | |
| **1.1 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
|  | **/** |  |  | **/** |  |
| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

Click or tap here to enter text.

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| **1.2 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **1.3 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **1.4 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **Objective 2.0:** | | | | | **Status:** Choose an item. | | |
| **Objective Baseline Data:** Click or tap here to enter text. **Current Outcome:** Click or tap here to enter text. | | | | |
| **2.1 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **2.2 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **2.3 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **2.4 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **Objective 3.0:** | | | | | **Status:** Choose an item. | | |
| **Objective Baseline Data:** Click or tap here to enter text. **Current Outcome:** Click or tap here to enter text. | | | | |
| **3.1 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **3.2 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **3.3 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **3.4 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **Objective 4.0:** | | | | | **Status:** Choose an item. | | |
| **Objective Baseline Data:** Click or tap here to enter text. **Current Outcome:** Click or tap here to enter text. | | | | |
| **4.1 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **4.2 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **4.3 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **4.4 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **Objective 5.0:** | | | | | **Status:** Choose an item. | | |
| **Objective Baseline Data:** Click or tap here to enter text. **Current Outcome:** Click or tap here to enter text. | | | | |
| **5.1 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
| Click or tap here to enter text. | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **5.2 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
| Click or tap here to enter text. | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

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| **5.3 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
| Click or tap here to enter text. | **Project** | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

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| **5.4 Performance Indicator** | **Measure Type** | **Quantitative Data** | | | | | |
|  |  | **Target** | | | **Actual** | | |
| **Raw Number** | **Ratio** | **%** | **Raw Number** | **Ratio** | **%** |
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| **List evidence of progress and provide documentation (tangible documents):** | | | | | | | |

**Explanation of Progress (Indicate qualitative data)**

Click or tap here to enter text.

***Please add/delete tables as needed***

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| **Part III:**  **Travel/Consultant services for faculty/ staff professional development** |
| **List Title III related travel. Include the date of event; name and location of event; purpose of travel; and name of individual attending and cost*.*** |

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| **Date** | **Event/Location** | **Purpose of Travel** | **Traveler(s)** | **How did travel facilitate to the achievement of stated objectives.** |
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***Please add/delete rows as needed***

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| **Summarize all campus consultants/workshops sponsored by Title III during the reporting period. Attach program/consultant schedule; anticipated outcomes of event; findings/consultant report; evaluation summary; and other relevant documents: (Please attach all documentation to support each consultant/workshop held)** |

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| **Date** | **Event** | **Purpose** | **Consultant(s)** | **Target Audience** | **How Results were/will Be Used** |
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***Please add/delete rows as needed***

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| **Part IV:**  **Compliance requirements/Budgetary reporting** | | |
| Are all certification of efforts up-to-date in the Title III Office?  If no, provide explanation. | Yes | No |
| Have all equipment ordered for this reporting period been received?  If no, provide explanation. | Yes | No |
| Did this activity experience any personnel changes this reporting period?  If yes, provide explanation. | Yes | No |
| **Budget Analysis**  Are you on target with expending your grant funds?  1st quarter: **25%;** 2nd quarter**: 50%;** 3rd quarter: **75% ;** 4thquarter: **100%**  If no, provide explanation. | Yes | No |

**ADDITIONAL INFORMATION**

Discuss any recommendations that you have that would better facilitate the accomplishment of this activity’s objectives and performance indicators, including technical assistance that you may need.

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Were there challenges during this reporting period that adversely affected the implementation of the activity?

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**SIGNATURES:**

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| Title III Activity Director: | Date: |
| Title III Director: | Date: |