



AHSIE Strategic Partnership & Institutes Committee Scope of Work

Time commitments: Chair and Vice Chair – 4 hours per week; Members 2 hours per week.

- All committee members provide input into setting meeting agendas
- Each member takes a lead role in at least one of the major activities listed below.
- Each lead provides a succinct written report (can be via email) on status to date for each committee meeting.

From AHSIE BYLAWS:

The **Strategic Partnerships and Institutes** has responsibility for:

1. Developing and executing an annual plan for (a) improving technical assistance services offered to members, (b) increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute), and (c) identifying and reaching out to under-represented regions/groups of HSIs, and thereby increasing membership;
2. Establishing communications, cooperation and partnerships with other AHSIE member campuses and HSI-related organizations;
3. Securing facilitators and experts to deliver technical assistance services for members;
4. Increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute);
5. Cultivating interest in future host sites for the annual conference and institutes.

Specific Activities for each of the above items to include:

- I. Developing and executing an annual plan for:
 - a. Improving technical assistance services offered to members
 - i. Develop, launch and manage AHSIE Peer-Reviewed Online Journal
 1. Recruit reviewers
 2. Recruit submissions
 3. Produce Online Journal Annually to begin moving to Semi-Annual
 - ii. Develop and execute topic specific Institutes i.e. Project Management Institute, Data Institute, Equity Institute, etc.
 1. Develop partnerships with external organizations/institutions as appropriate to execute institute
 2. Recruit presenters
 3. Develop content
 4. Deliver institute
 - b. Increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute)
 - i. Design/update and execute annual stand along HSI Grantsmanship Institute – may be theme based i.e. STEM Grantsmanship Institute, NSF Grantsmanship Institute, Dept of Ed Grantsmanship Institute
 1. Develop partnerships with external organizations/institutions as appropriate to execute institute
 2. Recruit presenters
 3. Develop content
 4. Deliver institute
 - ii. Review all grantsmanship related conference proposals for the annual AHSIE Conference
 - iii. Execute basic Grantsmanship Institute at annual AHSIE Conference
 1. Recruit presenters
 2. Develop content



3. Deliver institute
- c. Identifying and reaching out to under-represented regions/groups of HSIs, and thereby increasing membership
 - i. Develop and execute an outreach plan based on emerging HSI data from HACU, Excelencia, Department of Education Title V and USDA HSI programs to reach specific individuals within institutions.
 1. Collect and review emerging HSI and existing HSI data from HACU, Excelencia, Department of Education Title V grantees and USDA HSI programs annually
 2. Send outreach and introductory materials to individuals
- II. Establishing communications, cooperation and partnerships with other AHSIE member campuses and HSI-related organizations;
 - a. Develop a system of collecting resources and expertise of AHSIE member campuses for sharing
 - i. Develop an "expert resource bank" for various topics on AHSIE website at individual and program level
 - b. Maintain ongoing relationships with Excelencia, HACU, CAL-HSI, USDA HSI Program, Department of Education HSI program, and NSF HSI Program once established
- III. Securing facilitators and experts to deliver technical assistance services for members
 - a. Covered under I.
- IV. Increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute)
 - a. Covered under I.b.
- V. Cultivating interest in future host sites for the annual conference and institutes.
 - a. In consultation with Executive Committee and AHSIE Council, identify and cultivate specific campuses to serve as annual conference and institute sites.
 - b. Establish and execute a conference hosting bidding process for interested campuses.
 - i. Minimum requirements
 - ii. Campus benefits
 - c. Establish and execute an institute hosting bidding process for interested campuses including
 - i. Minimum requirements
 - ii. Campus benefits