Ferris State University
Faculty and Staff Diversity Mini-Grant Application

I.   Identification

Name of Primary Applicant __Jody Gardei_____

Members of Team Jody Gardei, Shana Beisiegel, Charles Rathbun

Department or Unit ___Information Technology Services (ITS)_____

Campus Address___420 Oak Street, PRK 121

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II.   Event Title (25 words or less)

To provide incoming international students in the Intensive English Program a video narrated in their native language on the use of FSU's technology communication tools.

III.   Specific core value, strategic initiative, or goal related to diversity that the event will address. (See the University Strategic Plan and the Diversity Plan)

Collaboration, Ethical Community, and Learning

IV.   Abstract (150-200 word, use additional paper if necessary). If the application is approved the abstract will be posted on the Diversity and Inclusion Office website.

Incoming international students enrolled in the Intensive English Program require a way to effectively learn how to use Ferris State University's MyFSU portal, email account, and FerrisConnect in order to be successful at the university. ITS and the Office of International Education would like to collaborate and provide a video for these students narrated in their native language to assist them with their transition to Ferris. The video could be reused with new narration as necessary in the native language of the students requiring assistance, assuming Ferris has a student available that is both fluent in English and that language.

V.   Event Narrative (up to 4 pages single-spaced)

a. The creation of a web-based instructional video will provide incoming international students with limited English language skills an opportunity to see and hear in their native language the importance of the Ferris web portal to their success at the university. MyFSU, Gmail, and FerrisConnect are the primary means of communication between the university, faculty, and students.

b. The goal is to assist students in the Intensive English Program with a successful transition to the university.

c. This video would indirectly support the curriculum by providing students with a sound, technological foundation on Ferris' primary communication tools.

d. Timeline: start: December 1, 2010. Finish: March 1, 2011.

e. The target audience is incoming international students in the Intensive English Program.

f. The creation of these videos will provide a way for employees in the Office of International Education to effectively communicate how to use Ferris' major communication systems: MyFSU, Gmail, and FerrisConnect. This will allow the students to keep informed about events and classroom activities.

g. An assessment will be done after the start of spring semester 2011. A short survey will be provided at the end of the video asking if they felt it was useful and requesting feedback about the video. An interview will also be completed with the appropriate Office of International Education employees on how effective they feel the videos were for the students. The real test of success will be after the start of fall semester 2011 when the majority of new international students arrive at the university. Unfortunately, this date is well past the date the committee expects the report.

VI. **Budget**
   a. Anticipated expenses
      a. Student employee costs:
         i. Write scripts: $50
         ii. Create videos: $50
         iii. Narrate video in different languages: $75
         iv. Splice video and narration: $75
         v. Post on web: $25
   b. Funds anticipated from other sources
      a. None
      b. Existing equipment and software owned by the university would be utilized
   c. Total amount requested from Faculty and Staff Diversity Mini-Grant
      a. $275

VII. **Final Report**

A final report is required and it will appear on the Diversity Office's website. That report is due no later than three months after the funded activity. The final report should address:
a: A self-evaluation
b: Results of the event assessment
c: Attendance figures
d: Final budget

Applicants' Signatures:

Jody Gardin

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Submission Date: __11/12/2010__

Submit applications to Patty Terryn, Diversity and Inclusion Office, CSS 312. Review of applications will begin upon receipt and continue contingent on available funds.

Budget Overview			
	Requested Grant Funds	**Funding from other sources**	**TOTAL BUDGET**
STIPEND			
HONORARIA			
TRAVEL			
FOOD			
RENTALS			
PRINTING & DUPLICATING			
PROMOTION			
SUPPLIES & POSTAGE			
RESOURCE MATERIALS			

ASSESSMENT TOOLS			
OTHER – Student pay	$275		
TOTAL	$275	$0	$0

Criteria	Points Possible	Points Received
Need For Project ❑ The activity/program/event has a strong conceptual framework that can be identified as strengthening Ferris' long-term commitment to diversity. (5pts) ❑ The activity/program/event reflects the mission and core values of Ferris as expressed in the University's Strategic Plan. (5pts) ❑ The activity/program/event has a direct impact upon a significant portion of the University community or targets an under-represented or under-served group at the University and has broad visibility. (5pts) ❑ The activity/program/event brings clear and valuable benefits to the FSU community (5 points) ❑ The activity/program/event is new and/or innovative to the Ferris community (10pts) <u>Comments:</u>	30 points	
Quality of Project Design (The activity/program/event is clearly defined with easily identified starting and ending points, specific activities, specific goals, and measurable outcomes, and a plan for assessing learning.) ❑ Goals, Objectives, and Outcomes Specified (4 pt) ❑ Goals, Objectives, and Outcomes Measurable (4 pt) ❑ Clear description of activities (3 pt) ❑ Clearly defined project leader and project team with roles specified and information about qualifications. (5 pt) ❑ Clearly specifies the audience and, if different, the beneficiaries of the project (5 pt) ❑ Has a clear project timeline, specifying what events will occur, when, and in what order (3 pt) ❑ The project design makes use of specific and relevant data (1pt) <u>Comments:</u>	25 points	
Budget ❑ Itemized budget indicates all funding required for the project with a clear delineation of what funding is being requested in this application (10 pt) <u>Comments:</u>	10 points	

Quality of Evaluation Plan (The activity/program/event is clearly defined with easily identified starting and ending points, specific activities, specific goals, and measurable outcomes, and a plan for assessing learning.) ❑ Goals, objectives, and outcomes produce quantitative or qualitative data (5 pt) ❑ Assessment has a clear time-frame, with a schedule for completion, and itemized activities that assess the impact of the activity/program/event. (22 pt) ❑ Assesses impact on Ferris and surrounding community (3 pt) ❑ Indicates how assessment results will be used to develop future activities and plans (3 pt) ❑ Indicates how information will be disseminated (2 pt) Comments:	35 points	
Total	100 points	