



INSTRUCTIONS

In order to successfully submit your program or department profile for consideration as one of the 2012 Examples of *Excelencia* Honorees or as an Example of *Excelencia* Finalist, please read through this document prior to completing and submitting the profile form.

Background

Launched in 2005, the Examples of *Excelencia* initiative is designed to honor programs and departments at the forefront of increasing academic opportunities and improving achievement for Latino students at the associate, baccalaureate, and graduate levels. We focus on results and disseminating these promising practices to others interested in serving Latino students.

Initiative Goals

Through the Examples of *Excelencia* initiative, we hope to achieve three major goals:

1. **Focus on better results for Latino students** – We want to identify good practices, tactics and strategies at work within colleges and universities today and share this information with other educators and policymakers to make an even bigger impact.
2. **Recognition** – We want to offer public recognition to the educators, community-based organizations and institutions who lead these efforts in making good use of resources to serve Latino college-going students and all students well.
3. **Dissemination** – We want to share action-oriented profiles about these effective efforts with educators, policymakers and business leaders ready to invest time and resources in serving Latino students and thus growing the country's future workforce and leadership.

What We Are Looking For

We are looking for programs and departments with the following characteristics:

- Record of achievement in graduating Latino students
- Evidence of effectiveness in serving Latino students
- Leadership with demonstrated commitment to accelerating Latino student achievement by implementing practices and policies to achieve the goal
- Strong networks with other stakeholders, including schools and colleges, clinics, other community-based organizations, practitioners, and professionals
- Professional staff focused on addressing the needs of Latino students and all students
- Services and programs that integrate Latino culture and enhance Latino students' navigation between their homes, community, schools and their professions

Visit the [Growing What Works Database](#) to view past Examples of *Excelencia* programs (from 2005 to 2011).



Review Process

Recognizing the importance of evidence-based evaluation, the Examples of *Excellencia* initiative follows a two-step review process:

- Examples Honorees and Examples Finalists Programs are identified through analysis of submitted information to assess the nomination's impact on Latino achievement in higher education.
- A committee comprised of national experts assesses and selects one Example of *Excellencia* Honoree at each academic level.

Benefits to Selected Programs and Departments

Selected programs or departments will receive the following:

- A financial award of \$5,000 to be used to support their efforts;
- Recognition at the *Celebración de Excelencia* and other special events in Washington DC;
- Inclusion in the 2012 edition of [What Works for Latino Students in Higher Education](#);
- Inclusion in the [Growing What Works Database](#), a nationally accessible database which allows users to search and find promising practices accelerating Latino student success in higher education;
- Receive national media attention and be recognized in *Excellencia's* online communication.

Completing the Profile

In order to assist your efforts in successfully completing the program or department profile submission, we have listed all of the questions on the last page of this document. We recommend you cut and paste the questions into a document to complete your program or department profile offline. The benefits of adhering to this recommendation are as follows:

- Allows for input from several individuals in your program or department in order to best answer the questions (*Note: The profile form can only be submitted once and by one person.*)
- When you are ready to submit the program or department profile, you can cut and paste the answers into the profile form online. (*Note: Profile forms will only be accepted through *Excellencia's* website at <http://edexcelencia.org/node/add/profile-submission>).*)
- Completing the questions offline will allow you to retain a copy of your program or department profile submission (*Note: No copies of your application will be available through *Excellencia's* website or through *Excellencia's* office.*)

Submitting the Profile

Once you are ready to submit your final program or department profile online, go to <http://edexcelencia.org/node/add/profile-submission> and answer the questions.



Important things to remember when submitting the program or department profile:

- There is a character-limit on text submitted in the profile. This applies to the Program/Department Information section. Each section will note its character limit.
- If cutting and pasting into the online form, please note that the system only accepts plain text format (i.e. – no bullets, no bold, no italicizing, no tables, no pictures).
- If you navigate away from the profile submission form, none of the information you entered will be saved.
- In order to submit the program or department profile form, you must click on the “submit button”.

Successful Profile Submission

If you have successfully submitted the program or department profile form, you will be redirected to a “thank you” screen. You will also receive a confirmation email at the address listed for the contact person in your program or department profile. If you are NOT redirected to a “thank you” screen or an email is not received at the contact email address, you have NOT successfully submitted your program or department profile form.

If you have completed the steps as listed above and have not successfully submitted your program or department profile form, please contact nominations@EdExcelencia.org.

Important Deadlines

Nominations will be accepted online through Monday, April 16, 2012 at 5pm EST.

All completed profiles submission must be received online by Monday, April 30, 2012 at 5pm EST.

If you have any questions, please email nominations@EdExcelencia.org.



1) What is the process for the programs that are interested in submitting nominations to the Examples of *Excelencia* Initiative?

Examples of *Excelencia* is an initiative that highlights programs that show evidence of effectiveness in accelerating Latino student success in higher education. Basic information on how the process works is as follows:

- a) Nominate a program or department you believe is effective in accelerating Latino student success in higher education (you can nominate more than one program);
- b) An automatic email containing a link will be sent to the contact point designated in the nomination. The link will take them directly to the page on our website where they can submit profile information in a succinct, compelling manner;
- c) Once the profile submission is completed, the information will be reviewed and a decision will be made in August 2012. The deadline for online profile submission is 5pm EST on Monday, April 30, 2012.

For more detailed information regarding the nomination process, what we're looking for, and the review process, as well as other areas of interest, please visit *Excelencia* in Education's website at : <http://www.edexcelencia.org/initiatives/examples-of-excelencia/full>.

2) Can programs that work with high school students and college students be nominated?

Programs that work with high school students as well as college students can be nominated as long as the nomination is connected with an institution of higher education. The person filling out the profile submission must designate the educational level that the program serves: associate, baccalaureate, or graduate.

3) Are doctoral programs considered for nominations under the graduate level?

Yes.

4) Can programs that are currently receiving grants from *Excelencia* in Education be nominated?

As long as your program or department is not a past "Example of *Excelencia* Honoree", we encourage your nomination. Current SEMILLAS campuses are eligible. If your program or department is a past Examples of *Excelencia* Finalist or Honorable Mention, it is eligible.



5) In the nomination, there is a textbox titled "Why are you nominating this program or department?" How long (how many words) should the entry in that textbox be? What kind of information is *Excelencia* in Education looking for?

The entry for, "Why are you nominating..." does not have a limit in terms of text. The purpose of this entry is to give *Excelencia* staff an understanding of where the nomination is coming from. In some instances, students have nominated programs and have written a few sentences about how the program has impacted their lives. In other instances, educators have nominated their own programs and have written a brief introductory paragraph about the program.

The bottom line is that, though this information allows us to find out who is interested or believes the program or department is making a difference for Latino students, the profile completed by the program or department is where the important information belongs for review by the evaluation committee.

There is no expectation on the "Why you are nominating..." section beyond gaining perspective and understanding where the nomination came from.

6) What kind of information would the program or department have to submit in a profile?

Examples of information that will be requested are as follows: program description and history, program goals and mission, staff and budget, number of students served, evidence of effectiveness, etc. If you are the program director who is going to submit the profile, you can go directly to <http://edexcelencia.org/node/add/profile-submission> and submit your information immediately. We recommend you cut and paste the questions into a document to work on them in your own timeframe. When you are ready to submit, cut and paste your answers into the "Create Profile" form on the website. Don't forget to hit "submit" and watch for the thank you message.

7) May we fax the completed profile submission to the office at *Excelencia* in Education?

No, only online submissions will be accepted.

8) I received an email confirming that *Excelencia* in Education has received my profile submission. Is there anything else that I need to do?

There is nothing more for you to do at this point. After the deadline of April 30, 2012, *Excelencia* in Education staff will read and sort all program and department profiles in preparation for presentation to the committee of national experts for final consideration. By August 2012, three "Examples of *Excelencia*" Honoree programs as well as Finalists will be selected.



9) When will programs and departments be informed of the results?

Those programs and departments having submitted a profile will be informed of the results by the end of August 2012.

10) If my program is not selected as an “Example of *Excelencia*” Honoree, is there any other recognition we might receive?

Nominated programs that are not designated as Examples of *Excelencia* Honoree may still be recognized as Finalists. Those programs will be included in a nationally disseminated publication (see examples of the What Works publications at <http://www.edexcelencia.org/research/what-works-publications>) as well as the nationally recognized Growing What Works Database (<http://www.edexcelencia.org/examples>).



Below are the questions to be completed for your program or department profile submission.

- 1) Name of Program or Department
- 2) Academic Level
- 3) Institution/Organization

Director for Program or Department

- 4) First Name
- 5) Last Name
- 6) Position/Title
- 7) Email Address
- 8) Website of Program
- 9) Telephone
- 10) Street Address 1
- 11) Street Address 2
- 12) City
- 13) State
- 14) Zip Code

Person submitting this form, if different than above:

- 15) Name
- 16) Email
- 17) Telephone

Where did you hear about Examples of *Excelencia*?

- Email from *Excelencia* in Education
- Excelencia's* website
- Colleague
- Presentation
- Online News Source
- Other: _____



Program/Department Information

18) Program/Department Description and History –

Describe your program and its overall purpose. Include a brief history of when the program/department was created and describe how it has evolved to the present.

** This section is limited to 1200 characters.*

Example - Academy for College Excellence (ACE) brings students who are unprepared for college and the workforce into community college, and gives them the opportunity to reevaluate their educational experience, using a unique combination of methods, some of which are based on corporate executive training models not usually found in academic programs. Started at Cabrillo College at its Watsonville campus serving over 90% Latino students, the ACE Program currently has seven programs at community colleges across the nation. **Note: If your program has received any accolades or awards, please mention in this section.**

19) Program/Department Goals and Mission: Tell us about the mission and goals of your program or department ** This section is limited to 1000 characters.*

Example: The mission of Grow Your Own Teachers, a community-based initiative, is to prepare highly effective teachers of color who will teach in the low-income communities where they live. The target populations are parents, paraprofessionals, and community leaders. Grow Your Own has three goals: 1) to develop a pipeline of teachers of color; 2) to reduce high rates of teacher turnover in low-income schools; and 3) to develop teachers who share the culture, language, and community of the students.

20) Program or Department Staff and Estimated Budget

Tell us about the essential staff in your program or department as well as the program or department's estimated budget. ** This section is limited to 1000 characters.*

Example - Program staff is comprised of one program director, two student support staff, and numerous community volunteers. Essential staff includes: (name, title, role and brief bio of a few sentences). Program yearly estimated budget is \$_____.



21) Evidence of Effectiveness * *This section is limited to 1900 characters.*

Tell us how you know your program or department's efforts are working for Latino students. Illustrate your record of achievement, leadership, outreach, access, retention, and /or graduation rates where applicable. Give quantitative and qualitative data whenever possible. Please include the number of students served.

Please tell us which of the following "Issue Areas" would you say best describes your program/department? (you may choose up to two). If your program is chosen as either an Example of *Excellencia* Honoree or a Finalist, this is how your program/department will be catalogued in our *Growing What Works* database.

- Access
- Academic Program
- College Preparation
- Outreach
- Retention
- Support Services
- Transfer