Program Profile Submission Guide: Share Your Program's Story of Latino Student Success

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Examples of *Excelencia*

Examples of *Excelencia* is the only national, data-driven effort to identify, aggregate, and promote evidence-based practices increasing Latino student success in higher education. Annually, *Excelencia* in Education seeks out programs for Examples of *Excelencia* through a rigorous review of profile submissions that look at intentionality and evidence of effectiveness in serving Latino students. Recognized programs through Examples of *Excelencia* exemplify what is possible when higher education institutions and community-based organizations (CBO) intentionally serve Latino students on their journey to and through college.

Since 2005, *Excelencia* has received over 2,500 program submissions, recognized over 400 programs for their impact, and raised and awarded over $2 million to programs making a positive difference for Latino students across the country.

Purpose of the Submission Guide

This guide is designed to support programs in crafting a strong program profile submission for Examples of *Excelencia*. The guide will outline the information needed to complete the submission form and share information about *Excelencia's* review criteria.

Additional Submission Resources

1. Program Profile Submission Form (Microsoft Word version): A blank document of the key parts of the submission form that can be used to draft responses.
2. Submission Planning Checklist: Attached as an appendix to this guide to help you plan what program information to gather before starting to complete your profile submission form.
3. Resources that explore evidence of effectiveness are available here.
4. Technical assistance sessions and appointments are available here.

Submission Form Outline

The program profile submission form consists of the following sections:

1. Program overview
2. Program mission and goals
3. Program need and practices
4. Staff and revenue
5. Evidence of effectiveness – quantitative and qualitative measures of success
6. Reason for participating in Examples of *Excelencia*

Program Profile Submission Form: Section-By-Section Guidance

Excelencia recommends that programs craft an aligned and comprehensive narrative across all submission form sections. The alignment between all written pieces of the submission form will make for a compelling and coherent submission form that details a program's objectives, strategy, practices, and impact, especially as this pertains to Latino students served amongst all students.

Program Overview

The beginning of the submission form requests background information on the program. The responses will provide readers context for your program. This section asks:

Program Location: This is the address for the location at which the program primarily operates.

***Program Level**:* Refers to the academic level at which the program operates. Programs can only select one level.

HSI Status: Refers to whether the program is based at an institution that meets the federal definition of a Hispanic-Serving Institution (HSI), which are those that have at least 25% Hispanic full-time equivalent undergraduate enrollment.

***Issue Area*:** Refers to the issue area that best describes the program's area of work. The program's issue area is also used to catalog recognized programs in our Growing What Works Database. Programs must select one from the list of five areas found in the online submission form.

***Program Focus*:** Refers to the type of practices the program implements to improve participant outcomes. Programs are required to select one program focus, but can select up to two, as appropriate. Selections are used to catalog recognized programs in our Growing What Works Database. A full list with definitions is available in the online submission form.

Year Started: Refers to when the program began serving students.

***Students Served*:** It consists of four questions to answer the number of all students served since the program's inception and in the most recent academic year plus the number and percent of Latino students served since inception and in the most recent year.

Annual Program Budget: Refers to the program's revenue and expenditures for the most current 12-month period.

Section 1: Mission and Goals (250 words max)

Components to Include: This section provides an opportunity to describe why it is important for the program to serve Latino students in its respective institution or community. Please clearly articulate the program's mission and goals.

Reviewers will Consider: Are the stated goals tangible measures the program hopes to accomplish for program participants? Are program goals explicit, attainable, and aligned to other sections? Does the mission describe intentionality in serving Latino students?

Section 2: Need and Practices (250 words max)

Components to Include: Describe the need behind the program's inception and how they have evolved over time. The need analysis should describe how student needs were identified and how the practices and goals meet those needs, plus how Latino students are included in needs identification and service delivery.

Reviewers will Consider: Does the program share why it was founded, its evolution, and how Latino students are part of its design/effort? Are practices aligned with the needs being addressed? Are practices culturally responsive and proven to work for Latino students? Does the program need and practice demonstrate asset-based over deficit-based thinking of intentionally serving Latino students?

Section 3: Staff and Revenue (300 words max)

Components to Include: Describe staff roles (professional staff and student leaders), diversity, tenure, impact on Latino student success and alumni participation (if applicable). The program should share current budget and funding sources including for the current academic year, and future funding sources and amounts.

Reviewers will consider:
Staff - Does the program have dedicated and stable leadership? Is there diversity among staff? Does the staff background and expertise align to the program practices and demonstrate an understanding and ability to meet the needs of Latino participants? Do Latino alumni come back to support program efforts?

Sustainability - Is the overall program budget clear? Does the program share current and future sources of funding? Does the narrative describe the sustainability of the program over time and its potential replicability with similar resources?

Section 4: Evidence of Effectiveness

Student Data - Quantitative Measures of Success (300 words max)

Components to Include: Provide data to quantify efforts of meeting or making progress to achieving the earlier stated goals. Include data disaggregated by race/ethnicity to emphasize Latino student success and at least three years of data listed individually, not as averages. You may include data from control groups or a baseline to act as comparison groups to further highlight the impact on Latino students.

Reviewers will consider: Does the quantitative data align with and support the program's goals, mission, and practices provided? Are three years of program data provided and disaggregated to show Latino participants and their outcomes? Are there comparison groups or baseline data to emphasize Latino student success? Does the data show positive progress being made toward the program's goals?

Student Impact – Qualitative Measures of Success (300 words max)

Components to Include: In this section you may share compelling testimonials from participants or alumni that speak to the program's impact on students and/or communities served, as well as any other qualitative measures of the program's impact.

Reviewers will consider: Does the narrative share compelling student testimonials not portrayed by data? Do written testimonials encompass and supplement all shared elements of the program story in the profile?

Why are you participating in Examples of *Excelencia*? (150 words max)

Please share why you have decided to submit a program profile for Examples of *Excelencia* and what being recognized by *Excelencia* in Education would mean to your program stakeholders. This answer is not scored.

Additional Program Content to Consider:

There are a variety of ways in which programs tell their stories and document their achievements. Similarly, there are many ways to evaluate program success and effectiveness. Thus, reviewers also consider other elements when reading profiles such as the following:

- The profile narrative aligns with program practices that address an articulated need reflected in mission and goals, is supported by a sustainable budget, and is supported by evidence.
- Programs located in emerging Latino communities, or in areas where we do not traditionally think of having large Latino populations.
- The use of research-based practices proven to work for Latinos.

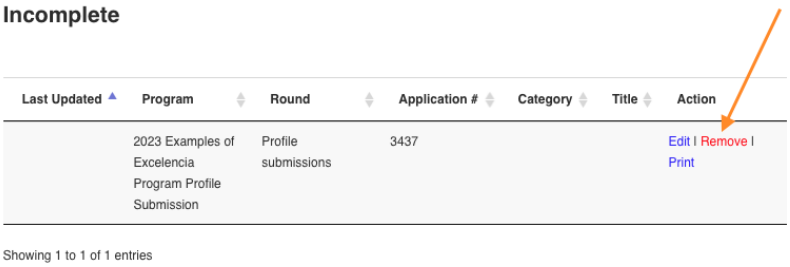
Please note: Only the information provided in the profile is reviewed. External links and charts are not considered in the review process.

Submitting the Program Profile Submission Form

To submit a program for consideration, enter the program's information into our online program profile submission form. If you have been working on the submission form in your own document, do not forget to copy/paste your answers in the appropriate sections of the online submission form.

You will know *Excelencia* has received your submission when a confirmation page appears on the screen after you hit 'save and submit' at the end of your form. You should also receive a confirmation email. If you do not, please check your spam folder for the confirmation email. If you do not receive this email, please contact our team to confirm your submission was received.

Excelencia kindly requests that you also delete any drafts from your account that you are not submitting. To do this, go to 'My Applications' on the left-hand side where your account information is listed. Then select 'Incomplete.' This will bring up the drafts you have not submitted. Select the 'Remove' button next to the drafts you need to delete. Click 'OK' to confirm deletion.



To learn more about what happens after a program completes their submission form, please review our Annual Cycle.

Questions?

Have questions or need additional guidance in completing the program profile submission form? Feel free to reach out to the *Excelencia* program team at Examples@EdExcelencia.org.