

HCC Work Plan, Part B: 2004-2005 Timeline for Key Grant-Related Activities

Dates	Grant-Related Activities	Persons and Groups Engaged	Person(s) Responsible for Completion	Desired Outcomes
June 30, 2004	Meeting of Core Team	Core Team, Data Team	Charles Cook, Team Leader	Discussion of year's activities and objectives for preparation of Work Plan, budget, expansion of Core Team, creation of Data Team, creation of Strategic Task Forces
July 2, 2004	E-mail Draft Work Plan and Budget to Core Team, Data Team, and Coach for comments	Core Team, Data Team, Coach	Team Leader	Comments and Suggestions from Core Team and Coach for improvement of Work Plan and Budget
July 12, 2004	Deadline for comments from Core Team, Data Team, and Coach back to Team Leader	Core Team, Data Team, Coach	Core Team, Data Team, Coach	Finalization of Work Plan and Budget
July 15, 2004	Submission of Work Plan and Budget to AACC	Team Leader	Team Leader	Approval of Investment Grant for \$50,000
August 4-6, 2004	Regional Data Workshop for TX and NM demonstration colleges	Data Team	Linda Gibbs, Data Team Leader	Discussion and refinement of data needs and means of collection

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August 12, 2004	Publication of Achieving the Dream brochure	Core Team	Maria Straus, Communication Sub-committee	Brochure describing the Grant objectives and purposes – to be used in meetings with students, faculty, and community to promote awareness of problem and seek support in search for solutions.
August 12, 2004	Initiation of HCC web site and knowledge management portal for Achieving the Dream information	Core Team	Lorah Gough, Connie Stone, Communication Sub-committee	Similar to brochure above - to promote awareness, participation, and support by both external (Web site) and internal audiences (information portal).
August 13, 2004	Invitations mailed to community leaders to serve on Community Advisory Committee and attend luncheon on Thursday, Sept 30	Community Involvement Team	Irene Porcarello, Bruce Leslie	Involvement by key community leaders and groups as AAMA, LULAC, TACHE, NAACP, Urban League, Ripley House, Asian Chamber of Commerce, Greater Houston Partnership, Neighborhood Centers, READ Commission, etc.
AUG TBA, 2004	Meeting of Gulf Coast College Representatives for kick-off of National Articulation and Transfer Network (NATN)	College Counselors, Deans	Mark Tengler, HCC Articulation and Transfer Officer	Awareness and implementation of the NATN web-site linking students in community colleges to transfer information for Historically Black Colleges and Universities (HBCU), Hispanic-Serving Institutions (HSI), and Tribal Colleges and Universities
August 20, 2004	Fall Meeting for all full-time HCC Faculty	HCC Faculty	Discipline and Program Chairs, VCED Office	Awareness of Grant objectives and planning for participation by HCC faculty members. Survey conducted by Discipline Chairs of faculty concerning all related activities that have been completed, are in progress, or have been planned.

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September 10, 2004	Meeting held by Title V Grant on Academic Advising	HCC Faculty and Admin	Juan Carlos Reina, Title V Director	Opportunity to increase faculty knowledge of academic advising and its relation to student success; link academic advising to goals of Achieving the Dream
September 24, 2004	Core Team Meeting	Core Team	Team Leader	Discussion of results from faculty survey; planning for community advisory committee luncheon and all college In-service activities and break-out sessions.
September 30, 2004	Community Advisory Committee Meeting	Community Adv Committee Members	Team Leader, Coach, Irene Porcarello, Chancellor, Board members	Presentation on Achieving the Dream by Coach; Affinity Exercises by small groups – facilitated by community involvement sub-committee members
October 1, 2004	All College In-Service	Core Team, Data Team, Coach, HCC Faculty and Staff	Team Coach, Maria Straus, Connie Stone, Communication Sub-committee; Fena Garza, Neal Tannahill	Presentation on Achieving the Dream by Coach; Break-out sessions/affinity exercises conducted by student & faculty involvement sub-committee members; greater understanding, buy-in, and support by faculty and staff for goals of grant.
October 4-15, 2004	Strategic Task Force Meetings	Strategic Task Force Members	Strategic Task Force Leaders	Discussion of Task Force goals, strategies, research assignments.

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November 5, 2004	Meeting with State Agencies	Data Team, State Agencies	Team Leaders	Coordinated efforts by college and state agencies in collection of data
November 18, 2004	Core Team Meeting	Core Team	Team Leader, Strategic Task Force Leaders, Involvement Sub-committee Leaders	Reports by Strategic Task Force Leaders and Involvement Sub-committee Leaders; Planning for Next Steps re: Identification of Strategic Priorities
December 5, 2004	Meeting of Core and Data Teams	Core Team, Data Team Communication Sub-committee	Team Leaders	Reports by Data Team and Communication Sub-committee Leaders; Planning for Next Steps re: Data and Communications; Confirm Values Statement
January, 2005	Strategy Institute	Representative from Core and Data Teams	Team Leaders, Coach	Updated information and training from AACC, CCLP, Coach, partner agencies and colleges on strategy refinements
January 7, 2005	HCC Spring Faculty Meeting	HCC Faculty	Discipline and Program Chairs, VCED Office	Presentation by Chairs to Faculty concerning strategies chosen for implementation; discussion and suggestions for refinement

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January 28, 2005	Core and Data Team Meeting	Core and Data Team Members	Team Leaders	Report to Team Members on Strategic Institute; Report on Faculty Input
February 19, 2005	Faculty Association Conference	HCC Faculty	FAC President	Break-outs on "best practices" related to strategy priorities; further faculty input on refinement of strategies
March 4, 2005	Community Summit	Community Leaders and Organizations	Team Leaders, Coach, Chancellor, Board Members	Increased understanding and support by community leaders and organizations for grant objectives & strategies for implementation
March 18, 2005	Updating of all HCC articulation and partnership agreements	Public school and university partners	Team Leader, Mark Tengler	Improved opportunities for prospective and current HCC students to access programs and services in support of educational goals
March 31, 2005	Updating of all HCC publications for Fall 2005	HCC Faculty and Staff	Claudine Illg, Communications Sub-committee	Ensure that all HCC publications for Fall 2005 prominently feature and support grant objectives and strategies

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March 31, 2005	HCC Board Meeting	HCC Board Members	Chancellor Team Leaders	Board awareness and support for project's strategies and goals and any necessary policy changes
April 8, 2005	Core and Data Team Meeting	Core and Data Team Members	Team Leaders	Final input and discussion for preparation of Implementation Grant
May 1, 2005	Proposal to Lumina/MDC for Implementation Grant	Core Team	Team Leader	Award of Implementation Grant
July 1, 2005	Implementation Grants Awarded			
July 30, 2005	Final Financial Report from Planning Grant	Team Leader		