

## TACEP Objective II: Community Colleges Service-Learning Curriculum Integration Training - DRAFT

Week	Administration	Community College (CC) Partnerships	Recruitment of CC Faculty/Staff	Service-Learning Curriculum Integration Training Goals	Materials and Supplies	Training Schedules
<b>18- Sep</b>	<p>First staff meeting to discuss timeline and implementation</p> <p>Meet with Dr. Shields' 3 graduate students for potential TACEP service projects (30 hours/semester)</p> <p>Discussion regarding evaluation component</p>	<p>Intro letters sent to community college presidents (Jackson State, Columbia State, Southwest, and Northeast)</p>	<p>Research CC websites to identify existing service-learning programs</p>	<p>Gather information concerning mentoring and logic models to begin compiling info. Packets for CC presidents</p>	<p>Folders, stationary, business cards, and other materials for mentoring model info. packets</p> <p>Website (link to OACS/VIPPS)</p>	<p>Select date and location for half-day CC presidents' service-learning conference</p>
<b>25-Sep</b>	<p>Develop Brochure to give to CC presidents</p> <p>Create Needs Assessment for CC faculty/staff to identify interest in service-learning (survey, interviews, focus groups etc.)</p>		<p>Contact CC service-learning faculty/staff from TNCC taskforce meeting in 2005</p>	<p>Begin identifying interest/need for service-learning training from CC faculty/staff</p>	<p>Investigate software for qualitative/ quantitative data analysis</p>	

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<b>2-Oct</b>	Team meeting to discuss needs assessment and brochure	Schedule Meetings with CC presidents/ administrators also to discuss membership in TNCC		Begin sifting through existing service-learning training tools to identify items for CC faculty seminar packets		Begin planning half-day service-learning conference for CC presidents
<b>9-Oct</b>	Finalize plan(s) for Needs Assessment for CC faculty/staff to identify interest in service-learning			Finalized needs assessment will allow both VU faculty and CC administrators to identify need for service-learning at CCs	Materials for needs assessments (bulk-print surveys etc.)  Begin formatting TACEP website	
<b>16-Oct</b>	Progress report for student data collection projects	Follow-up with CC presidents to confirm meeting dates/times			Book rental car and make travel arrangements for site visits to meet CC presidents	Draft service-learning conference invitation
<b>23-Oct</b>	Check-in with VU faculty regarding preliminary preparation of Spring 2007 training program/materials  Begin developing logic model	Meet with Southwest CC on Monday Oct. 23 to introduce mentoring model and discuss conducting a needs assessment with administration/faculty/staff	Continue making contacts and establishing relationships with CC faculty/staff	Provide overview of mentoring model to CC presidents so that they understand the importance and need for service-learning at CCs to serve their communities	Order laptop computer and LCD projector for use on VU faculty site visit training in Spring 2007	Determine parameters for half-day service-learning conference (meeting schedule, necessary materials)
<b>30-Oct</b>	Research high school data (dropout rate, college attendance etc.) for schools that feed into the 4 target CCs		Serve as a resource if faculty/staff have basic questions concerning service-learning			Begin planning logistics and training schedule with CCs and VU faculty for Spring 2007 service-learning training site visits

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<b>6-Nov</b>	Continue work on logic model	Meet with Columbia CC to introduce mentoring model and discuss conducting a needs assessment with administration/faculty /staff	Identify at least 10 potential faculty/staff at each CC who are interested in Spring 2007 service-learning training			Determine parameters for half-day service-learning task force (keynote speakers, room setup, food/beverage etc.)
<b>13-Nov</b>	Meet with VU faculty to facilitate preparation of Spring 2007 training program/materials		Confirm interest of CC faculty/staff and announce needs assessment site visits		Book rental car and make travel arrangements for next site visit	Confirm all details and finalize plans for half-day task force on service-learning
<b>20-Nov</b>	<del>Thanksgiving Break</del>	<del>Thanksgiving Break</del>	<del>Thanksgiving Break</del>	<del>Thanksgiving Break</del>	<del>Thanksgiving Break</del>	<del>Thanksgiving Break</del>
<b>27-Nov</b>	Compile findings regarding area high schools and their relationships with the CCs  Staff meeting/holiday event	Meet with Northeast CC Nov. 27 to introduce mentoring model and discuss conducting a needs assessment with administration/faculty /staff		Identify training interest from faculty/staff who participate in needs assessment site visit	Book rental car and make travel arrangements for next site visit	Arrange preliminary date/time, transportation, lodging, meeting room, equipment, and materials for Spring 2007 service-learning site visits
<b>4-Dec</b>	Begin report on status of program to date  IRB meeting to discuss appropriate procedures  Finalize grad student data collection projects	Meet with Jackson State CC Dec. 6 to introduce mentoring model and discuss conducting a needs assessment with administration /faculty/staff				Confirm date/time/location for Spring service-learning conference

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<b>11-Dec</b>	Evaluate needs assessment results and compile data		Provide assessment results and area high school data to VU professors to customize CC training programs			Invite remaining speakers/VIPs to participate in Spring service-learning conference
<b>18-Dec</b>	Meet with VU faculty to confirm completion of Spring 2007 training materials  Ensure that VU faculty are comfortable operating laptop and LCD projector for presentations	Follow-up with CC presidents/administration/faculty/staff concerning date/time/location for first Spring training sessions	Provide assessment results/data to CC presidents/administration so that they are aware of findings and existing needs		Assess additional needs for first Spring 2007 service-learning site visits (ie printing, handouts, manuals, or other presentation materials)	Confirm date/time, transportation, lodging, meeting room, equipment, and materials for first Spring 2007 service-learning site visits

**Spring calendar to follow; classes resume January 10, 2007. Spring Break – March 3-11, 2007**