

Instructional Assistants – Hourly instructional assistance will be needed for in-depth tutoring, and learning assistance in the LASC and MRC. Minimum of an A.A is preferred; however advanced DeAnza math students will be hired to assist developmental level students.

OTHER STAFF/FACULTY

Marcos Cicerone, Director of Staff and Organizational Development -- will serve as consultant and as lead designer, with Title III teams, to develop and schedule faculty training/workshops and presentations – Paid in full by De Anza College	
Academic Ed Credentials	B. A., Spanish/English, NYU; M.A., Maestría, Lengua Española y Literatura Hispanoamericana Univ. Nacional Autonoma de Mexico, Mexico City
Related Prof Experiences	1989-Present, De Anza Director of Staff & Organizational Development; 1987-1989, De Anza Chair Foreign Languages; 1971-76, Teaching Fellow, Dept of Spanish & Portuguese, Stanford University.
Related Prof Activities	Invited presenter on Learning Communities at ACCA, League for Innovation (Dallas); WA Center for the Improvement of Undergraduate Education

Bert Manriquez, Director of Assessment – Work with LASC and MRC Directors and staff regarding assessment instruments. – paid in full by De Anza College	
Academic Ed	Ph.D., Stanford University School of Education, Evaluations, 1978
Related Prof Experiences	1985-Present: Director Assessment Center; 1978-85: De Anza, Director of Tutorial/Skills Center; 1969-73: Secondary History Teacher; 1975-1978: Research Assistant, Stanford University, Research and Development Center

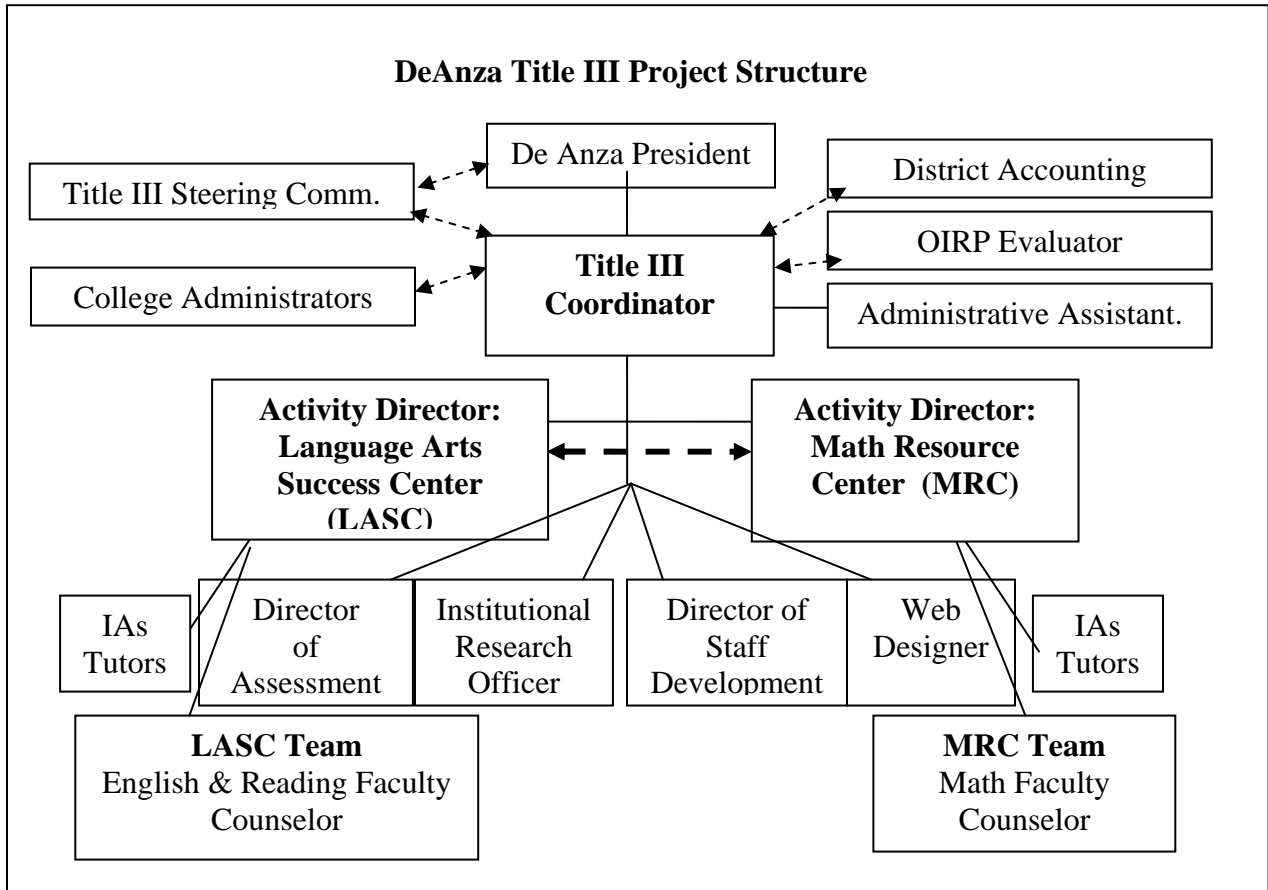
Kevin Metcalf, Web Designer assist faculty in design of web sites for the LASC and MRC.	
Academic Ed	B.A., Computer Science, Point Loma Nazarene University, 1999.
Related Prof. Experience.	2001-Present, Web Programmer, DeAnza; 2000-01, Lighthouse Bus.Partners, Cupertino, CA; 1997-2000, Lighthouse Marketing Group, Software Dvelopr.

PROJECT MANAGEMENT PLAN

Reporting Structure and Authority: Title III activities will be managed by a structured process of on-going involvement by top-level administrators at De Anza College, with day-to-day supervision by a Title III Coordinator reporting directly to College President. The project coordinator will have direct access to the president and other administrators as needed. The President’s Cabinet has selected Carolyn Keen, a highly experienced faculty member who led the team developing and writing this application, to manage the project with support and assistance

of Activity Directors (report to Ms. Keen), numerous faculty (see *Key Personnel*) and with direct input from administrators, the Title III Steering Committee, and District financial officers.

Ms. Keen will have authority over the Activity Director and project staff for the percent of their workload assigned to the grant. **See *Key Personnel* for Job Descriptions and Resume Briefs.**



Methods to Monitor and Manage Project

The President will appoint a **Title III Steering Committee** reporting to him. This oversight committee will meet quarterly with project staff to: serve as a resource for Project Coordinator; review quarterly reports; recommend ways to improve project and make it more cost-effective; assure project goals and activities

- Steering Committee**
- 3 faculty members
 - 2 student service reps
 - 2 staff members
 - Business Office rep
 - 2 students
- Coordinator and Activity Director serving ex-officio.

continue to be consistent with institutional mission and goals; and support institutionalization of new practices and improvements. Minutes of the meetings will be posted on Title III website.

The Title III Coordinator will develop a **Project Policies and Procedures Manual**, to be updated as needed, as a guide for effective management. A printed copy of this manual will be given to the Activity Directors, and all other project personnel and Steering Committee will have access to an electronic version of the complete manual and all forms online.

Communication Methods and Management Procedures	
Title III Participation in meetings & Standing Committees	<ol style="list-style-type: none"> 1. Attendance and participation in weekly meetings of the Administrative Cabinet by Title III Coordinator. Attendance/participation in other college governance committees as appropriate for Activity Directors and project staff. 2. The <u>Title III Staff will meet twice a month</u> or more as needed during the start-up quarter of project, once a month for first year, quarterly, thereafter. Minutes of meetings will be kept by secretary and posted on website.
Reporting & Communications	<ol style="list-style-type: none"> 3. Interim, Annual & Final Reports will be submitted to College and ED. 4. Quarterly summary reports will be prepared for President, Vice-Presidents, Deans, Steering Committee, Faculty Senate and Student Body (DASB). 5. An annual update will be made to the Board of Trustees 6. <u>A website</u> will be developed for posting of minutes, sponsored events (workshops, faculty development opportunities, etc.) and project outcomes 7. <u>Formative Evaluation Updates and Outcomes Reporting</u>: reports generated by the on-going evaluation process (<i>see Evaluation Plan</i>) will be included in all reports and posted on the website.
Project Records	<ol style="list-style-type: none"> 8. Records to be kept will include <u>fiscal records</u>, an <u>equipment inventory</u>, <u>time and effort forms</u> for payroll documentation, and <u>monthly progress reports</u>.
Personnel Evaluation	<ol style="list-style-type: none"> 9. Title III personnel will be evaluated according to standard institutional evaluation policies.