

“IMPLEMENTATION TEAM” DUTIES, AGENDAS, & TIME FRAMES

OVERALL DUTIES:

- Recruit more people to your implementation team to reflect the diversity needed to make the best plan for your action item.
- Determine who the appropriate decision-makers are at the university who can help make the action item or elements of the action item happen.
- Write a proposal to the appropriate decision-makers.
- Set up a meeting to discuss the proposal with decision-makers (make sure to send the proposal to them in advance).
- Report outcomes to Dr. Windy Lawrence, outcome tracker for Achieving the Dream, at lawrencew@uhd.edu.
- Complete first three meetings and associated steps by or before December 2009.
- Decide “Next Steps” as necessary.

AT TODAY’S ACTION FORUM MEETING

Meeting Date: April 8, 2009

Meeting Time: 20 minutes

- Introduce each other, and ask “what made you decide to join this implementation team?” (10 minutes)
- Implementation Team Coordinator develops contact list with name, email, and phone number (see page 6 for “Contacts Form”). (5 minutes)
- Implementation Team Coordinator **sets a date to meet** (see agenda for first meeting). (5 minutes)
- **Give contact lists to Dr. Lawrence and she will email information to all of the team.**

AGENDA FOR MEETING 1: GETTING TO KNOW EACH OTHER & BRINGING MORE MEMBERS TO THE TABLE

To bring to meeting: Everyone needs to bring their calendar so the team can set a timeline of meetings.

Meeting Date _____

Meeting Length: 1 HOUR

1. Appoint someone to watch the time, take notes, and capture WHO is doing WHAT.
2. Everyone introduces themselves and answers question, “what has been your experience with this particular action item?” (10 minutes)
3. Next, discuss who else needs to be a part of this implementation team and who will recruit them for our next meeting? For example, if you are writing about the “Giving more information about their professors,” you will want to probably ideally want to recruit or at least consult professors from each department, students from each rank, advising staff, etc. (20 minutes)
4. Who are the appropriate people that need to be consulted / have decision-making power for this initiative? Who will contact them and communicate with them about the requests of the implementation team? (10 minutes)
5. How does each member in the “implementation team” see themselves making the action item happen? What will you do and contribute? (As we don’t want to give our leaders a “laundry list” of what THEY should do for us, rather, we are working with our leaders to help change our university for the better.) (10 minutes)
6. Who will send the notes of this meeting to Dr. Windy Lawrence (the action item tracker for Achieving the Dream)? (2 minutes)
7. Set date to meet with new people and write proposal (meeting 2). (5 minutes)
8. Elect someone to contact decision makers and set date for meeting 3 (everyone will want to give the coordinator several meeting times they all have in common). (3 minutes)

AGENDA FOR MEETING 2: WRITING THE PROPOSAL

Meeting Date _____

Length of meeting: 1 hour

1. Ask someone to take notes of the meeting
2. The “implementation team” will be responsible for writing a proposal. During this meeting you will want to discuss all of the aspects of this proposal to hear from different perspectives about what would work best at UHD. On this proposal, will be:
 - a. **Description of Action Idea.**
You are not giving a “dictate,” but rather a “fleshed out” request for action. By “fleshed out,” we mean your group should think through the logistical details. For example, if you are working on “Giving Students More Information about their Professors,” you would want to think about things like would you want one teaching philosophy statement per class? Per professor? What details are expected to be in the philosophy statement? Why? What possible negative outcomes might arise from this and how would you address this? Where would the philosophy statements be made available? Etc. etc.
 - b. **State the fundamental goal of Implementation Team.**
 - c. **State key activities for this team**
 - d. **State what team members will each contribute.**
 - e. **List of members who developed this proposal.**

Here’s an example from another proposal (yours will probably be more fleshed out and detailed – but this is from another report just to give you an example):

Overcoming Apathy Team. Throughout the study circle process and during the Action Forum, community members voiced concern about the lack of understanding and involvement of everyday citizens in not only educational issues but also overall civic matters. One participant stated, “We are going to have to overcome apathy if we are to fight the battle for our children.” For community members to be active and productive in overcoming barriers to children’s success, there first must be some hope that community involvement matters in the quality of outcomes for children. Community members must be able to find and use information, express ideas and opinions, work effectively with others to solve problems, and exercise their rights and responsibilities as citizens to improve and strengthen conditions for all children.

The fundamental goal of this team is to build hope, excitement, and a spirit of change – a sense that everyday citizens, working together, can make a difference in the quality of community life and can contribute to the success of young people.

Key activities for this team include:

- Bridging the information gap between local agencies and communities
- Analyzing state and local policies that offer critical opportunities for strengthening the community and its children
- Organizing, engaging, and supporting broader involvement of everyday citizens and young people in community problem-solving and collaboration

Team Members: Connie Crump, Linda Cullen, Pat Draffin, Dennis Gayles, Earlean Henderson, Arvella Scott, Rosemary Lewis, Larry Sledge and Charles Jefferson

3. Decide WHO will write up proposal based on meeting and ***what date the proposal will be emailed to implementation team for feedback.***
4. After Implementation Team has made revisions and final proposal has been agreed on, decide who will email proposal to decision-makers and set up date for meeting with decision-makers. ***Please cc Dr. Windy Lawrence on this email so that I may track this action item.***

AGENDA FOR MEETING 3 WITH DECISION-MAKERS

Meeting Date: _____

Meeting Time: 1 ½ hours

1. Ask someone to take notes of meeting.
2. Implementation Team Members introduce themselves and talk about why they decided to join team. Decision-makers introduce themselves to the group and say a little about why they are interested in the proposal. (20 minutes)
3. Discuss Action Item proposal (10 minutes)
4. Discuss strengths and concerns (30 minutes)
5. Decide if the action item or parts of the action item can be implemented (10 minutes)
6. Ask decision-makers on what aspects of the action item the implementation team can help make happen. (10 minutes)
7. Develop a timeline for action. (8 minutes)
8. Discuss next steps. (2 minutes)
9. **Send meeting notes and timeline for action to Dr. Windy Lawrence so that she can track action items for Achieving the Dream.**

