College of Engineering and Computer Science
HSI-STEM/AIMS² Grant Project
YEAR 5 ANNUAL PERFORMANCE REPORT
December 2016 Submission Timeline

Actors and Activities	Day	Date	Time
Contact GCC and CoC representatives to discuss plans to develop draft performance measure data and explanatory descriptions for project objectives 2a through 6c in Section A/APR (CSUN)	Friday	July 8	by 5:00 pm
Request institutional data to support assessment of project objectives 1a (transfer) and 7a (completion) from the Office of Institutional Research (CSUN)	Friday	July 15	by 5:00 pm
Present draft APR submission timeline to HIS-STEM team (CSUN)	Thursday	August 18	by 4:00 pm
Contact DoE program officer to confirm APR submission date/text limits (Ramesh)	Friday	September 9	by 6:30 pm
Revise draft APR timeline with submission date from DoE program officer (CSUN)	Friday	September 16	by 2:00 pm
Compile draft performance measure data and explanatory descriptions for project objectives 1a, 7a-12d in Section A of the APR (CSUN)	Friday	October 14	by 5:00 pm
Draft and send to CSUN evaluation team) performance measure data (baseline and/or actual) and explanatory descriptions for project objectives 2a through 6c in Section A/APR (GCC and CoC)	Friday	October 14	by 5:00 pm
Review GCC/CoC performance measure data/descriptive explanations (for project objectives 2a through 6c) in Section A/APR and sends requests for revisions to June and Eric (CSUN)	Friday	October 21	by 5:00 pm
Review request of revisions of Section A/APR and send final revisions to CSUN evaluation team (GCC and CoC)	Friday	October 28	by 5:00 pm
Request budget data (after end of current grant period)/Section B information from the TUC (Ramesh)	Friday	October 28	by 5:00 pm
Assemble and send draft Section A of the APR to Ramesh and Bob (CSUN)	Monday	October 31	by 5:00 pm
Draft Section B of the APR (Ramesh)	Wednesday	November 9	by 5:00 pm
Send Ramesh and Bob revised (from feedback) draft Section A of the APR (CSUN)	Friday	November 11	by 5:00 pm
Assemble draft Sections A and B of the APR (Ramesh)	Monday	November 14	by 5:00 pm
Send draft APR to HIS-STEM team for review ahead of November meeting (Ramesh)	Monday	November 14	by 5:00 pm
Present Section B (Ramesh) and Section A (Ramesh) draft APR to HIS-STEM team and lead discussion/respond to questions/request feedback	Thursday	December 8	by 2:00 pm
Send feedback on draft APR (members of the HIS-STEM team)	Friday	December 16	by 5:00 pm
Revise Part B (Ramesh)/Part A (CSUN) draft APR based on feedback from HIS-STEM team	Monday	December 19	by 5:00 pm
Email Scott with draft APR and asks for feedback/questions/concerns (compliance) (Ramesh)	Wednesday	December 21	by 5:00 pm
Contact Ramesh with questions/concerns (compliance) on draft APR (Scott)	TBD	TBD	TBD
Submit final APR to DoE (Scott)	TBD	TBD	TBD