

**College of Engineering and Computer Science**  
**Title V/HSI-STEM Grant Project**  
**YEAR 1 ANNUAL PERFORMACNE REPORT**  
*December 2012 Submission Timeline*

<b>Actors and Activities</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Nathan requests institutional data to support assessment of project objectives 1a (transfer) and 7a (completion) from Bettina Huber in the Office of Institutional Research	Thursday	September 27	by 5:00 pm
Ramesh contacts Peter Fusscas (DoE program officer) to confirm APR submission date	Friday	October 5	by 6:30 pm
Nathan sends draft APR submission timeline to Ramesh and Nagwa for review	Monday	October 8	by 5:00 pm
Nathan revises draft APR submission timeline based on feedback from Ramesh and Nagwa and conformation of submission dates from Peter Fusscas	Thursday	October 11	by 2:00 pm
Nathan presents draft APR submission timeline to Title V team at October meeting	Thursday	October 11	by 2:00 pm
Ramesh requests budget data (after end of current grant period)/Section B information from the University Corporation	Friday	November 2	by 5:00 pm
Nathan compiles draft performance measure data and explanatory descriptions for project objectives 1a, 7a-12d in Section A of the APR	Friday	November 9	by 5:00 pm
Miriam (GCC) and Susan (CoC) email Nathan with draft performance measure data (baseline and actual) and explanatory descriptions for project objectives 2a through 6c in Section A/APR	Friday	November 9	by 5:00 pm
Nathan reviews GCC/CoC performance measure data/descriptive explanations (for project objectives 2a through 6c) in Section A/APR and sends Miriam and/or Susan requests for revisions (if needed)	Wednesday	November 14	by 5:00 pm
Miriam and/or Susan send Nathan revisions (if needed)	Friday	November 16	by 5:00 pm
Nathan assembles and sends draft Section A of the APR to Ramesh and Nagwa for review	Monday	November 19	by 5:00 pm
Ramesh and Nagwa review draft Section A of the APR and send Nathan feedback for revisions	Friday	November 23	by 5:00 pm
Ramesh compiles draft Section B of the APR	Monday	November 26	by 5:00 pm
Nathan sends Ramesh and Nagwa revised (from feedback) draft Section A of the APR	Monday	November 26	by 5:00 pm
Ramesh assembles draft Sections A and B of the APR	Monday	December 3	by 5:00 pm
Ramesh sends draft APR to Title V team for review ahead of December 6 meeting	Monday	December 3	by 5:00 pm
Ramesh (Section B) and Nathan (Section A) present draft APR to Title V team at the December meeting and lead discussion/respond to questions/request feedback	Thursday	December 6	by 2:00 pm
Members of the Title V team send Ramesh/Nathan feedback on draft APR	Wednesday	December 12	by 5:00 pm
Ramesh/Nathan revise draft APR based on feedback from Title V team (at or subsequent to meeting)	Thursday	December 13	by 5:00 pm
Ramesh emails Scott with draft APR and asks for feedback/questions/concerns (compliance)	Friday	December 14	by 5:00 pm
Scott contacts Ramesh with questions/concerns (compliance) on draft APR	Wednesday	December 17	by 5:00 pm
If Scott has questions/concerns (compliance) related to Section A of the APR, Ramesh requests Nathan to review and resolve issues	Friday	December 20	by 5:00 pm
Scott Perez submits final APR to DoE	Sunday	December 30	by 5:00 pm