



Higher Ed Forum
Agenda
9.17.09

- I. Welcome and Introductions of New Members and Guests
 - a. Donna Wood, Associate Vice President for Academic Affairs, TCC
 - b. Tami Moore, Ph.D., Assistant Professor, Higher Education, OSU-Tulsa

- II. Conference November 9 – 10 Registration Open – Pam Pittman
 - a. Website <http://tulsa.ou.edu/oucec> for agenda and registration
 - b. Forum outreach to your institutions –forward registration to all-campus
 - c. Research session participation invite, Dr. Lisa Bass dr.bass@ou.edu
 - d. Higher Ed Forum presentation discussion – Pam Pittman and Mary Philpott developing powerpoint presentation for Forum. Thoughts on Forum participation.

- III. Invited Guest Speakers: Oklahoma Campus Compact
Ms. Gina M. Wekke, Assistant Vice Chancellor for Academic Affairs
Mr. Steve Godecke, Oklahoma Campus Compact VISTA Coordinator

- IV. Internal Institution Communications – Mary Philpott
 - a. What processes are Forum delegates using to inform their institutions?
 - b. What strategies will inform and engage internal administration and faculty?

- V. Level I – Level III Descriptors – Forum Advisory Group – Pam Pittman and Micah Kordsmeier
 - a. Definitions, categories and rationale – see handouts
 - b. Balance of Scope/Resources/Timeframe = Quality Project
 - c. Discussion for suggestions and/or revisions
 - d. Accessibility and posting on OUCEC website under Forum tab...other

- VI. Current Level I- Level III Activities – Pam Pittman and Kevin Burr
 - a. What this looks like from the high school (district) perspective
 - b. What this looks like from the university (faculty) perspective

- c. Strategies to educate
- d. Inviting High School Principals each month for school overview, demographics, introductory conversation for career readiness/access

VII. Announcements

VIII. Next meeting: consider date change due to Fall Break

Institution Presentation Months: 15 minutes

September: Campus Compact, invited guest

October: Tulsa Technology Center

November: University of Tulsa

December: Langston University, Tulsa

January: Oral Roberts University

February: Northeastern State University-Broken Arrow

March: Tulsa Community College

April: Rogers State University

May: Oklahoma State University-Tulsa

June: University of Oklahoma-Tulsa

Level 1 = Event

When a requesting institution is organizing an event that will occur only once, it should complete this form and submit it to the OUCEC after approval from its Principal or Director. The role of the OUCEC will be to announce the event, share any relevant information, and present this completed document to the Higher-Education Forum. If a responding institution is identified and able to meet the needs of the requesting institution, the requesting institution is responsible for making contact and following-through with the responding institution regarding the event. Events are tracked by the requesting institution with simple data (e.g. number of volunteers who attended) and/or anecdotal information. *Examples:* a career fair or a community service day.

Level 2 = Project

When a requesting institution wishes to embark on a new pilot project that requires ongoing oversight, it should fill out the Request for Proposal (RFP) document posted on the OUCEC website, consulting OUCEC personnel to guide it through the application process. Level 2 projects should have a service learning or academic component built into them. The completed RFP will be presented to the Higher-Education Forum by the Principal, agency Director and/or another designee. It is here where a responding institution or multiple institutions will be identified. With the help of the OUCEC, a project management plan will be developed including tracking and evaluation processes. These RFPs will be posted on the OUCEC website and listed by Project Title throughout the course of the project. The Project Management plan will be updated and available to be viewed on a regular basis. *Examples:* Career pipeline 10th grade science and a college department.

LEVEL 3 = Program

When a requesting institution wishes to coordinate multiple projects or embark on a new program that requires systemic change, it should fill out the Request for Proposal (RFP) document posted on the OUCEC website, consulting OUCEC personnel to guide it through the application process. Special attention should be given to the sustainability of the program and to any new sources of funding that will be required. Tracking and evaluation processes will be required by the grant itself and require a project management plan. *Examples:* Federal grant submission or state initiative.

