

**Capital Adult Education Regional Consortium (CAERC)**  
**Scope of Work**

Task		Person(s) or Agency Responsible	Deliverable Dates
<b>Task 1. Evaluation of current levels and types of adult education programs with CAERC</b>			<b>Due Date</b>
1.1	Facilitate member and partner data collection for Tables 1.1A, 1.1B and 1.2.	Director, Admin Assistant	7/29/14, 10/27/14 and 12/12/14
1.2	Aggregate member and partner data collection for Tables 1.1A, 1.1B and 1.2.	Director, Admin Assistant	7/29/14, 10/27/14 and 12/23/14
1.3	Prepare a narrative report of services and programs currently offered by members and partners. Report to include evaluation of adequacy and quality.	Co-Chair(s), Director	7/29/14, 10/27/14, 12/12/14 and 2/23/15
<b>Task 2. Evaluation of current needs for adult education programs within CAERC region</b>			<b>Due Date</b>
2.1	Facilitate member and partner data collection for Table 2.	Director, Admin Assistant	7/29/14, 10/27/14 and 12/212/14
2.2	Aggregate member and partner data collection for Table 2.	Director, Admin Assistant	7/29/14, 10/27/14 and 12/23/14
2.3	Prepare a narrative report of needs for adult education programs with CAERC. Report to include evaluation of adequacy and quality.	Co-Chair(s), Director	7/29/14, 10/27/14, 12/12/14 and 2/23/15
<b>Task 3. Plan for CAERC members and partners to integrate existing programs and create transitions into postsecondary education or workforce</b>			<b>Due Date</b>
3.1	Facilitate member and partner data collection for Table 3.1.	Director, Admin Assistant	10/27/14 and 12/12/14
3.2	Prepare a narrative report of plans to align and connect future adult education programs to postsecondary academic pathways and/or career pathways leading to employment.	Co-Chair(s), Director	10/27/14, 12/12/14 and 2/23/15
<b>Task 4. Plan to address gaps with CAERC region</b>			<b>Due Date</b>
4.1	Facilitate member and partner data collection for Table 4.1.	Director, Admin Assistant	10/27/14 and 12/12/14
4.2	Prepare a narrative report of the gaps identified in the CAERC region.	Co-Chair(s), Director	10/27/14, 12/12/14 and 2/23/15
<b>Task 5. Plan to employ approaches proven to accelerate students' progress toward academic and career goals</b>			<b>Due Date</b>
5.1	Facilitate member and partner data collection for Table 5.1.	Director, Admin Assistant	10/27/14 and 12/12/14
5.2	Prepare a narrative report describing plans to implement approaches for accelerating students' progress toward achieving his or her academic and/or career goals.	Co-Chair(s), Director	10/27/14, 12/12/14 and 2/23/15
<b>Task 6. Plan to collaborate in the provision of ongoing professional development opportunities</b>			<b>Due Date</b>
6.1	Facilitate member and partner data collection for Tables 6.1 and 6.2.	Director, Admin Assistant	10/27/14 and 12/12/14

Attachment A

Task		Person(s) or Agency Responsible	Deliverable Dates
6.2	Prepare a narrative report describing plans to collaborate in the provision of ongoing professional development opportunities.	Co-Chair(s), Director	10/27/14, 12/12/14 and 2/23/15
<b>Task 7. Plan to leverage existing regional structures</b>			<b>Due Date</b>
7.1	Facilitate member and partner data collection for Tables 7.1.	Director, Admin Assistant	10/27/14 and 12/12/14
7.2	Prepare a narrative report describing plans to leverage existing regional structures including, but not limited to, local workforce investment areas.	Co-Chair(s), Director	10/27/14, 12/12/14 and 2/23/15
<b>Task 8. Manage the Overall Project</b>		<b>Person / Agency / Contractor</b>	<b>Due Date</b>
8.1	Establish CAERC meeting dates.	Co-Chair(s)	7/1/14
8.2	Create monthly meeting agendas, conduct meetings, distribute meeting minutes.	Co-Chair(s), Director	First meeting of every month through June, 2015
8.3	Recruit and hire CAERC project manager and administrative support personnel.	Co-Chair(s)	7/1/14
8.4	Identify, recruit and hire CAERC contractors or temporary exempt employees to conduct specialized research and/or report writing.	Co-Chair(s), Director	8/1/14 and 10/1/14
8.5	Monitor work of contractors and temp exempt employees.	Director	8/1/14 through 6/30/15
8.6	Communicate, monitor and support work by CAERC members and partners.	Director	7/1/14 through 6/30/15
8.7	Organize and facilitate two (2) CAERC member and partner summits.	Co-Chair(s), Director, Admin Assistant	9/5/14 and 10/22/14
8.8	Facilitate creation of support of CAERC subcommittees (if determined by members that subcommittees are warranted).	Director	7/1/14 through 3/1/15
8.9	Create CAERC logo, listserv and website (initial content).	SCOE Internet & Media Services	7/31/14
8.10	Maintain and monitor messaging on CAERC listserv; populate CAERC website with content; conduct webinars as needed.	Co-Chair(s), Director	Ongoing: 7/1/14 – 6-30/15
8.11	Prepare CAERC Regional Comprehensive Plan reports and related expenditure reports.	Co-Chair(s), Director	7/29/14, 10/27/14, 12/23/14, 2/23/15 (5 business days ahead of CCCCCO due dates)