**Roles:**

|  |  |
| --- | --- |
| **Consortium Manager** |  |
| **Narrative Coordinator** |  |
| **Narrative Editors** |  |
| **Section Leaders (1-10)** | 1. 2.3.4.5. 6. 7.8. 9. 10. N/A (unless new consortium) |
| **Instructors** |  |
| **Support Staff** |  |
| **Organization’s IT/Tech** |  |
| **Program Partners** |  |
| **All Additional Staff** |  |

| Date | Topic | Assignment Due | Lead Person | Collaborators | Materials |
| --- | --- | --- | --- | --- | --- |
| June 26, 2014 | **Narrative Review** | Consortium Representatives Review Narratives |  |  | Individual Narrative Review FormNarrative Requirements |
| July 31, 2014 | **Develop an Initial Plan** | Decide timeline and steps to how consortium will develop narrative* Use of wikis/tech tools?
* Roles?
 | Consortium Manager | Narrative Coordinator, Section Leaders |  |
| August 30, 2014 | **Materials Collection** | Review prior narrative and key policiesCompare to other consortia narratives reviewed | Narrative Coordinator | Consortium Manager, Section Leaders |  |
| August-September 2014 | **Updated Narrative Requirements Released** | Sent by state ABE staff |  |  | Revised Narrative Requirements |
| October 9, 2014 | **Narrative Writers’ Workshop** | Obtain narrative resourcesAsk questions on narrative developmentRevise narrative plan | Consortium Manager | Section Leaders |  |
| October 31, 2014 | **Getting Started** | Discuss consortium plan in staff meetingIntroduce class description template to instructors at staff meeting | Narrative Coordinator | Consortium Manager, Section Leaders |  |
| November 29, 2014 | **Program & Student Accountability** | All documents and narrative responses for section 2 are drafted | Section 2 Lead | Consortium Manager, Support Staff |  |
| December 20, 2014 | **Instructional Program Description** | All instructors will submit drafts of class descriptions (section 4)Review at staff meeting | Section 4 Lead | All Instructors | Instructional program description templates |
| January 2015 | **Professional Development (Intro)** | Introduce Professional Development Planning (section 3) at staff meeting and assign tasks | Section 3 Lead | All instructors | PD Templates |
| January 31, 2015 | **Program Governance and Coordination** | Section 5 drafted | Section 5 Lead/Consortium Manager | Other program leaders |  |
| February 28, 2015 | **Program Partnerships and Collaboration** | Section 6 drafted | Section 6 Lead/Consortium Manager | Program Partners |  |
| March 31, 2015 | **Technology Plan** | Section 7 drafted | Section 7 Lead | Support Staff, Organization’s IT staff | Tech Plan Template |
| April 10, 2015 | **Professional Development** | Section 3 documents and questions complete | Section 3 Lead | Consortium Manager, Instructors, Support Staff | PD Templates |
| April 25, 2015 | **Future Plans** | Draft Section 8 Document | Section 8 Lead | Consortium Manager, Other participating staff | Future Plans Template |
| April 30, 2015 | **Program Introduction and Overview** | Draft Program Overview (section 1) | Section 1 Lead | Consortium Manager, Other participating staff |  |
| May 1, 2015 | **Drafted** | Narrative drafted and sent to editors for review | Narrative editors | Consortium Manager and section leads |  |
| May 15, 2015 | **Annual Application** | Add annual application, sub-grantee table 4’s, and grant assurances (section 9) | Consortium Manager | Support Staff | Annual Application Information |
| June 1, 2015 | **Narrative Due!** | Narrative at MDE |  |  |  |
| July-August 2015 | **Narrative Feedback** | Discuss narrative feedback from state and local ABE staff in person or over the phone | Consortium Manager | All interested staff | Narrative Feedback Form |

**Sample Consortium Narrative Development Schedule from Central Minnesota ABE (2010-2011)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic/Notes** | **Assignment Due** (to be done by date listed at left) |
| 12/10/10 | Let's start! | * This website is a wiki! What is a wiki? Watch the [Common Craft video](http://www.teachertube.com/viewVideo.php?video_id=20514&title=Wikis_In_Plain_English) for an explanation.
* Sign up to be an "editor" of this wiki web space by clicking on the link in the email you were sent **or** by click on the "To join this workspace, [request access](http://conceptualcalculus.pbworks.com/request_access.php)" link on the right.
* Mag will be the wiki mistress -- if you have any problems, you can email her at mag.patridge@gmail.com or margaret.patridge@isd742.org.  Her cell is:
 |
| 1/14/11  | **4: Program Descriptions** | * All Section 4:  Instructional Program Descriptions should be on the wiki.
* Mag will look through for class naming consistency and make recommendations
* Mag will edit.
 |
| 1/28/11 | **2: Program Plan** | * All Section 2:  Program Plan should be on the wiki
* This includes policies for  ORIENTATION & INTAKE,  ASSESSMENT, and ATTENDANCE,
* Plus responses to narrative questions.
* WE MAY NEED TO MODIFY policies so they are the same across the consortium.
 |
| 2/25/11  | **3: Professional Development** | * Be thinking about this.  Have at least a few goals on the wiki by this date.
* Final is due April 4
* This may require time at a staff meeting, so plan for that.
 |
| 2/28/11  | **5-6:  Program  Coordination & Collaboration** | * REVISED DATES:  3/14 for review; final 3/22.
* All Section 4 should be on the wiki, ready for editing. This includes copies of:NextSTEP plan,
* MOUs,
* WIB member lists
* PLUS answers to the narrative questions.
 |
| 3/31/11  |  **7: Technology & Distance Learning** | * All Section 7 should be on the wiki ready for editing.
 |
| 4/4/11  | **3: Professional Development**  | * All Section 3: Professional Development should be on wiki, ready for final proofreading. This includes:
* PD planning tool,
* Plans for each staff member and for program as a whole (using template)
 |
| 4/29/11  | **8: Future Plans & Issues** | * All Section 6 should be on the wiki ready for editing.
* Be thinking about this as you work on other sections:
* More 'consortium-wide' efforts?
* Other?
 |
| 5/6/11  | 9:  "Grant"**FINAL DEADLINE** | **All sections should be complete and ready for final editing/proofreading.**  |
| 5/15/11  | **FINAL NUMBERS** | Add final numbers  |
| 5/27/11  | **MAILING DEADLINE** |  |

Sample developed by: Mag Partridge with Central Minnesota ABE (mag.patridge@gmail.com)