

**JOINT PLANNING TOOL
FOR NOVA-TF PROGRAM
NVCC Spring 2010/Training Futures Cycle 18
As of November, 22nd, 2010**

Purpose: The purpose of this TF cycle planning tool is to outline action steps, target dates for action completion, and individual accountabilities to execute the Training Futures-NOVA agreement, deliver seamless services to trainees, and promote efficient program administration by contributors from both organizations.

TF Cycle Number: 18 Start Date: 01/03/2011

Financial Aid Application Cutoff Date: 12/17/10

TF Graduation Date: May 5th, 2011

NVCC Spring Semester 2011 – 16 Week - Census Date is January 27th, 2011

Target Outcomes – The TF-NOVA agreement for this cycle seeks to achieve the following client service outcomes:

1. Enroll 50-55 low-income trainees at Training Futures and NOVA, and retain 85-90% of these through TF graduation.
2. Deliver training that earns graduates up to 18 NOVA college credits at no out-of-pocket costs to trainees.
3. Provide support services to enable 85-90% of TF program graduates to secure a new job that increases their earnings by an average of 25%.
4. Assist trainees in Federal Financial Aid program. Our goal is to obtain F/A for 90% of enrollees.

TF Cycle Joint Activities, Schedule and Accountabilities

Item #	Major Joint Activities/ Action Steps	Target Dates for Completion	Institutional Lead Accountability	Individual Accountabilities/Notes
1	Recruit & accept trainees in Training Futures' 25-week program	Scheduled Dates: 8/17, 8/19, 8/24, 8/26, 8/31 9/2 and ongoing through November.	Training Futures	TF Staff
2	Identify faculty to teach college courses Forward completed hiring packet to NVCC for credentialing/processing.	All Faculty have been credentialed.	Training Futures Training Futures	Susan to Jenny Susan to NVCC: Jenny
3	Approval of Textbooks	11/26/10	Training Futures: Susan & NVCC: Jenny	Susan to Jenny
4	Ordering of Textbooks	12/03/10	Training Futures: Susan	Susan
5	Add Training Futures Schedule to SIS Process Admissions to NVCC and FAFSA/PIN Applications Hard Copy Admissions Application, if applicable.	Completed on 11/16/10 Will be ongoing until 12/15/10	NVCC NVCC Liaison NVCC Liaison	Dawn to Susanne Dawn Dawn to Niki, Registrar
6	Send Electronic copies of syllabi to NVCC	By 12/17/10	Training Futures	Susan to NVCC: Brenda
7	Provide NVCC orientation to TF students	????	Training Futures: Susan NVCC: Dawn	Alice /Josh

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8	Compile & email a status report to Team	By 12/17/10	NVCC Dawn	Dawn to Team
9	Enrollments: Submit list of students, ID#'s, & classes.	Start on 11/22/10 and continue to 12/10/10	NVCC: Dawn	Dawn to Susanne
10	Provide TF students names & Student ID#'s to Central Financial Aid Office	Start on 11/22/10 and continue to 12/10/10	NVCC Dawn	Dawn to Tamasha & Joan
11	Place DND on all TF sts. with F/A. Place DND on Third Party Payments	Start on 11/22/10 and continue to 12/10/10	NVCC Financial Aid NVCC Business Office	Tamasha Diana C.
12	Place TF sts in TFUT student group in SIS for NVCC tracking.	By 12/10/10	NVCC Liaison	Dawn to Sue Liller
13	Need status report from Financial Aid as to documents needed to complete student file.	By 12/10/10	NVCC: Tamasha	Tamasha to Dawn
14	Identify and reconcile outstanding admissions issues/documentation.	Will be ongoing until 12/10/10	NVCC: Niki to Dawn	Dawn to Niki
15	Final enrollment verification of students at TF site. Notify NVCC of any Roster changes	1/20/11	Training Futures Susan/Marla	Marla/Susan to Dawn & Dawn to Susanne
16	Identify SDV students and submit list to Business Office.	By 2/3/11	Training Futures Susan/Marla	Susan to Dawn & Dawn to Susanne
17	Prepare consolidated End of Cycle Report confirming total course enrollments/FTEs/tuition/Financial Aid/Third Party Payments/Self Pay	By 2/4/11	Training Futures & NVCC Liaison	Dawn to Diana, Business Office
18	NOVA will generate a Third Party Payment invoice for T.F. based on the SDV student list.	By 2/7/11	NVCC: Dawn	Dawn to Sharon & Jenny
19	Verify and Test English Placement Software at CBO site. Activate & administer English Placement Testing software to Training Futures students.	Week 14 – Training Futures	NVCC: Diana	NVCC Diana to Sharon L., NVFS/TF
20	Faculty observation of TF teaching before the end of the semester.	Week 15 – Training Futures	Training Futures & NVCC Training Futures to Alex. LRC	Jane/Teri & Dawn T. Jane of TF working with Dawn, T. AL Testing Ctr.

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21	Student evaluations completed students before end of semester	Week 16 – Training Futures	Training Futures: Adjunct Faculty	TF to NVCC: Jenny
22	Submit Grades	4/22/11	Training Futures to Dawn	TF Staff
	Input Grades		NVCC Dawn	NVCC Dawn
23	Obtain Advanced Standing Certificates (AST 101 and BUS 226) for specific students.	4/25/11	NVCC: Dawn to Alex. Campus St. Devel.	Dawn to Alice & Maria/Susan
24	Request Official Transcripts & submit authorization sheet	4/22/11	NVCC: Dawn to Alex. Campus Registrar	Dawn to Niki
25	Deliver Official Transcripts to Training Futures Graduation.	5/5/11	Training Futures	TF or NVCC Staff member.
26	Create Verified Roster report to Training Futures for Invoicing.	5/9/11	NVCC: Dawn	Dawn to Sharon L. /NVFS
27	Copy of the invoice needs to be sent to the NVCC Liaison for review and final processing.	5/16/11	NVFS: Sharon Legrande	Sharon L. to Dawn
28	Payment due to NVFS	06/16/11	NVC: Central Finance Office	NOVA Central Finance Office

Cycle Action Plan Authorization and Lead Accountability: By approving this plan below, the managers for each organization certify that all individual contributors listed in the plan above are aware of their accountabilities. The TF-NOVA cycle liaison will serve as the lead coordinator for plan implementation, and will coordinate and communicate any adjustments to the approved plan to all contributors on their respective teams.

TF-NVCC Liaison: _____ Date Approved: _____

NVFS Training Futures Training Coordinator: _____ Date Approved: _____

NVCC CBO Director: _____ Date Approved: _____