**ACS Career Pathways Project – Action Items**

**12/8/11**

***ACS Landscape:***

1. ~~Map out extended ACS Career Pathways portfolio – Dave~~
2. Correspondence to CEPA (oversight role – determining protocols, identifying people, reviewing content) – Lisa, Dave and Jodi
3. Correspondence to GEAB/SOCED/CPT (opportunities to assist CEPA with identifying people, reviewing content) – Lisa, Jodi and Dave
4. Correspondence to YCC (opportunities to assist CEPA with identifying people, reviewing content) – Lisa, Dave and Jodi
5. Schedule meeting with Marketing – Dave and Jodi

***External Landscape:***

1. Follow up with Carolyn Trupp-Gill / NIGMS regarding teaching centers proposals – ??

***Administration:***

1. ~~Set up ACS Network Group – Jodi (still need to invite Nancy)~~
2. ~~Invite Judith Summers-Gate – Malahat~~
3. Update Excel spreadsheet with SME information (use edit document feature, which preserves earlier versions) – all
4. ~~Set up Oct 24 meeting with John and Lisa – Jodi~~
5. Contracts for lcb learning – Dave (in progress)
6. Post feedback – all
7. ~~Revisit project plan/timeline – John~~
8. Checking the contract and setting the due dates for LG- Dave
9. Scheduling next meeting to review PGs – Malahat
10. Consider names of the workshops and discuss them at our next meeting- Jodi and Joe
11. Thank you notes and possibly a gift for the SMEs (early January) – Malahat
12. Send holiday cards to the SMEs (bring them at the next meeting for signatures) – Malahat

***LSA:***

1. ~~Send Anne, Sadiq (and Judith?) copies of LSA description (fcb learning document) – Dave/Malahat?~~
2. ~~Set up orientation conference calls with Les, Anne, Sadiq (and Judith) – Malahat (done~~)

***Module 1 - Introduction:***

1. Identify personal strengths model – John
2. Determine competency model
	1. Consult with Cheryl Mathews – John
	2. Consider  Biosciences
	3. ~~Consider ChemTechStandard (1st tier) – Jodi to send to John~~
3. Check with Cheryl and John about use of high level competencies/key performance factors – Dave
4. Consider ways to align content/order/format of main pathways section – John

***Module 2 - Academe:***

1. Schedule conference call with academic SMEs, Lisa, and John – Jodi – POSTPONED
2. Omit first year on the job - John
3. Identify trends in academe – Jodi
4. Send PG to SMEs – Jodi
5. Link values and competencies/KPF to job descriptions – John

***Module 3 - Interviewing:***

1. Position description for academe – Jodi (draft sent)
2. Academic letter to community – Jodi (draft sent)

***Module 4 - Industry:***

1. Omit first year on the job – John
2. Incorporate communications into module – John
3. Get broader examples and definitions for job titles – Lisa
4. Link values and competencies/KPF to job descriptions – John

***Module 5 - Government:***

1. ~~Contract with Partnership for Public Service – Dave (in progress)~~
2. Link values and competencies/KPF to job descriptions – John

***Module 6 – Self-employment:***

1. Link values and competencies/KPF to job descriptions – John

***Pilot:***

1. 2012 Contracts for presenters (separate for PfLAGS and ACS Careers) – Malahat and Joe

***Implementation:***

1. Align plans for shared contracts and payment structure – all
2. Coordinate with ACS on Campus – Jodi and Dave