

Action Planning Document, CCA Goal 1 Strategy 3
Dec. 3, 2017

Goal 1: Design and provide timely resources for public outreach.

Strategy 3: Create a mechanism to develop new outreach programs.

Target Completion Date: SP19 ACS meeting

Team Lead: Lori Van Der Sluys

Team Composition: Executive committee (Mike, Verril, Rick, Kim, Holly, Janet, Ressano, Lily)

Tasks Identified:

1. Convene a task force by inviting executive committee and liaison to participate. **Present proposal to form task force at CCA SP18 ACS meeting** and invite participation of other members.
2. Task force rewrites proposed descriptions and procedure on own time by **July 1, 2018**. Each subcommittee writes their own description, Lori writes a proposal for new mechanism.
3. Task force has teleconference between **July 1 – Aug. 15, 2017** to report and discuss new descriptions and procedure.
4. Task force **presents results to CCA at FA18 ACS meeting**, invites discussion.
5. New descriptions **implemented at the SP19 ACS meeting**.

Ways to maintain focus: email reminder in June, teleconference in July/Aug.

Potential barriers, ways to overcome:

Support/resource needs: people and time

Management/Accountability: task force reports to team leader

Measures: timely production of outputs below:

- a. new PDP description
- b. new T&T description
- c. new VER description
- d. new procedure for development of new programs