

**Appendix A: DRAFT CTEq/Nevada Plan for State STEMworks Professional Development Project**

Date	Task	CTEq Responsibility	State Responsibility	WestEd Responsibility	Reviewers' resp.
1/14/17	<u>Adopt Nevada-specific additions to STEMworks</u>	Integrate additions	Produce additions		
1/19/17	<u>Finalize RFP and back-end website</u>	Review Draft	Create Draft	Review Draft	
1/24/17	<u>Select qualified Nevada reviewers</u> who can make long-term (1-yr) commitments to reviewing programs		Select reviewers	Advise on reviewer selection, if necessary	
1/24/17	<u>Issue RFP</u>	Provide assistance on distribution	Distribution	Provide assistance on distribution	
1/31/17	<u>Train State reviewers</u> in STEMworks review process: 3-hour webinar, possibly using an actual STEMworks application.	Review training plan & participate in training	Review training plan & participate in training	Create training plan & participate in training	Participate in 3-hour training session
3/07/17	<u>Full Applications Due</u>		Coordinate screener assignments	Available for questions from screeners	Begin screening of submitted applications
3/11/17	<u>Pre-screen applications for Full Review</u>		Coordinate reviewer assignments	Available for questions from reviewers	Begin review of submitted applications
3/25/17	<u>Inter-rater reliability session</u> : Every reviewer has reviewed the same 3 programs. 90-minute webinar in which every reviewer discusses and aligns responses to those three programs. In addition, reviewers, CTEq & State: Determine what feedback “promising” & undeveloped programs should receive	Participate in webinar	Participate in webinar	Rate the three programs; plan and facilitate webinar	Rate the three programs and participate in webinar
4/21/17	<u>Review remaining applications</u> : Nevada reviewers review remaining applications and create feedback for the programs. (Min. 2 reviewers per program)			Available for questions from reviewers	Review remaining applications and submit feedback
5/4/17	<u>WestEd finishes spot-checking reviews</u>		Available for questions from WestEd	Deal with contingencies (e.g., few programs make it over the bar; problematic reviews)	
5/8/17	<u>Notify programs &amp; provide them feedback</u>		Notify programs of results and provide feedback		
5/22/17	<u>Formal announcement of results</u>		Work with successful programs to prepare program descriptions		

- Dates above are illustrative only and must be changed by mutual agreement of the parties.
- State and CTEq may need to adjust the Project Plan above to adapt to unforeseen conditions and apply new learning as the Project progresses.