

**Appendix C:**  
Sample Implementation Plan for Phase I and Phase II (Tarrant County College)

**Tarrant County College Proposed NMP Timeline (2013–2015)**

Date	Task	Project/task Lead	Goal	District / Campus Units Involved
November 27, 2013	Submit timeline to Dana Center	Academic and Math Leads	Meet program requirement: timeline/calendar	District office and SE campus
December 2013	Replace AVC for College Readiness with alternate designee	VC for Academic Affairs	Have a solidified NMP team by January 2014	VC for Academic Affairs
January 2014	Regroup and debrief	NMP Academic or Math Lead Person	(1) Review of November mentor session (phone conference), (2) review proposed timeline, (3) agree upon team's membership consistent meeting dates, and (4) determine what members will visit mentor site in Spring 2014.	All NMP team members
Spring 2014	Discuss and select preferred date for site visit	NMP Academic or Math Lead Person and Austin CC (mentor)	(1) Learn programmatic, logistical, and other NMP related details first--hand, and (2) prepare a report for sharing with district offices, as well as other NMP team members, following the first visit to NMP site.	Selected/volunteered site visitation team
Spring 2014	Provide campus leadership an update on the NMP	NMP Academic Lead	(1) Inform campus presidents and academic council of the project's development, (2) share similar details with student development departments, and (3) obtain consent from presidents in regard to marketing piece of program.	Academic, Math, and Student Services leads
Apr to May 2014	Implement a district--wide NMP communication plan	Team elected/recommended member(s)	(1) Begin the development of a communication plan, (2) identify funding source to support NMP marketing and communication efforts, and (3) designate a lead contact to interact on a consistent basis with TCC's marketing dept.	NMP Communication Team and TCC's Marketing Dept. Director and Staff

**Appendix C:**  
Sample Implementation Plan for Phase I and Phase II (Tarrant County College)

**Tarrant County College Proposed NMP Timeline (2013–2015)**

Date	Task	Project/task Lead	Goal	District / Campus Units Involved
March to May 2014	Determine required data	NMP Math Lead	(1) Identify appropriate data needs to implement and sustain NMP project, (2) address duplicating or conflicting efforts, (3) confirm math pathways for students, and (4) consult mentor college prior to recommending "next steps" to presidents and VC for Academic Affairs	NMP Team and Institutional Research Dept.
Late Spring and Summer 2014	Curriculum and Instruction NMP Course Submission	SE Math Division	Gain district (i.e., academic affairs) approval to implement NMP coursework: to include EDUC/Psych 1300. Courses to be made available to students in Fall 2015. Also gain approval for math course creations/changes (if necessary).	SE Math Division in consultation with NMP Team
Summer 2014	Develop Professional Development Plan for NMP instructors	NMP Team, in collaboration with Math Council, Math Academic Curriculum Team, and Other units (e.g., student affairs, enrollment services, etc.)	Design and develop a professional development plan to support NMP instructors and other campus district units.	Assigned task force or committee
Fall 2014	Review of NMP status, in preparation for start date: F2015	NMP Team	Confirm the status of all program components (e.g., Phases I-III, adherence to NMP implementation guidelines, data, curriculum, instruction, training, facilities, etc.) and plan accordingly for program's start date. Utilize Math Emporium format/plan to help strengthen the implementation of new initiative (i.e., NMP). Review course sequences and cut off scores.	NMP Team in collaboration with SE campus leaders

**Appendix C:**  
Sample Implementation Plan for Phase I and Phase II (Tarrant County College)

**Tarrant County College Proposed NMP Timeline (2013–2015)**

Date	Task	Project/task Lead	Goal	District / Campus Units Involved
Spring 2015	Implement Training/professional development sessions	NMP Subcommittee	Begin trainings of NMP faculty and personnel.	NMP Subcommittee with assistance from Dean of the Faculty Office
Summer 2015	(1) Continuation of trainings, and (2) final preparations for implementation	NMP Team and subcommittees	TBD	NMP Team
August 2015	Implementation of NMP program	SE Campus	Full implementation of NMP math program.	SE Campus Math Division District Offices (e.g., Academic Affairs, Dean of Faculty Office, IRPE, and Mktg & PR).
Mid--□ fall 2015	Formative Assessment	NMP Team	(a) Assess program implementation [phase I], (b) adjust its components, as necessary, (c) analyze current and available data, (d) formalize plans for additional data collection and analysis, and (d) plan for summative evaluation of program.	NMP Team and SE campus
Early Spring 2016	Summative Assessment	NMP Team	Conduct a full assessment of the NMP program, using the Math Council's proposed instrument and criteria.	NMP Team and SE campus