

2021-2022 Committee Timeline of Activities

THURSDAY, SEPTEMBER 9	CSUSM COMMITTEE MEETING
12:00 – 1:00 pm Location: Online	<ol style="list-style-type: none"> 1. Elect co-chairs 2. Review, "Timeline of Activities" 3. Plan DTiR Celebration 4. PPD update & request 5. Prepare Welcome Email to Consortium members 6. Consortium Dues
MONDAY, OCTOBER 5	CONSORTIUM WELCOME E-MAIL
Support Task (Non-meeting)	Introduction of new co-chairs and committee members Share, "Timeline of Activities" Add link to draft here for welcome email.
THURSDAY, OCTOBER 14	CSUSM COMMITTEE MEETING
12:00 – 1:00 pm Location: Online	<ol style="list-style-type: none"> 1. Plan DTiR Celebration 2. Consortium Dues 3. PPD Updates 4. Request to open up PPD for all Southern California Professional Development Foundation districts in an effort to recruit more districts in the consortium. 5. Elect co-chairs
THURSDAY, NOVEMBER 18	CSUSM COMMITTEE MEETING
12:00 – 1:00 pm Location: Online	<ol style="list-style-type: none"> 1. Review DTiR PPD Application 2. Review the DTiR Committee charge and composition. Here is the working document: https://csusm-my.sharepoint.com/:w:/g/person/adaoud_csusm_edu/Ea7CJ2wiQu9EqRXk03fZZSMBAZ6uuYi3OldDeWtXWNFGtg?e=aQ83ZK&wdLOR=c81B361EC-4F65-4547-9791-EEB8AA0A793E (the DTiR committee is on the top; general comments are at the bottom)
FRIDAY, NOVEMBER 19	DTiR SEARCH ANNOUNCEMENT E-MAIL
Support Task (Non-meeting)	E-mail districts and post to SOE website: DTiR Search Announcement, Informational Meeting Flyer and Application
THURSDAY, DECEMBER 9	CSUSM COMMITTEE MEETING
12:00 – 1:00 pm Location: Online	<ol style="list-style-type: none"> a. Prepare for DTiR Informational Meeting b. Choose date for Info Session - Tuesday, Feb 8th? c. Update Info Meeting PowerPoint (slides 1, 3, 4, 5, 17, 18, & 23) d. Virtual Meeting Details (dates for info mtg & office hours)

	<ul style="list-style-type: none"> e. Invitation to former DTiRs to participate at Informational Meeting for Q & A portion f. Determine eligible districts and their reps
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FRIDAY, DECEMBER 10	DTIR SEARCH REMINDER
Support Task (Non-meeting)	E-mail to participating districts to remind teachers to apply

TUESDAY, FEBRUARY 8	DTIR SEARCH INFORMATIONAL MEETING
4:00 – 5:00 pm Location: Online	<ul style="list-style-type: none"> 1. Committee Members present to potential candidates the role of a Distinguished Teacher in Residence 2. Former DTiRs participate with Q & A 3. Announce Application Assistance - Office Hours

THURSDAY, FEBRUARY 3	PPD MEMO TO SCHOOL OF EDUCATION (SOE) FACULTY
Support Task (Non-meeting)	Request proposals for PPDs 2021-2022 AY, from SOE Faculty Copy Consortium

THURSDAY, FEB. 10	CSUSM COMMITTEE MEETING
12:00-1:00 pm Location: Online	<ul style="list-style-type: none"> 1. Committee Members present to potential candidates the role of a Distinguished Teacher in Residence 2. Former DTiRs participate with Q & A

FEBRUARY	DTIR SEARCH INFORMATIONAL MEETING OFFICE HOURS												
TBA Location: Online	<ul style="list-style-type: none"> 1. Committee Members & Former DTiRs participate with Q & A 2. Announce Application Assistance - Office Hours <table border="1" style="width: 100%;"> <tr> <td>TUESDAY, FEBRUARY 16</td> <td>4pm</td> <td>Dr. Xochi Archey & Dr. Sean Nank</td> </tr> <tr> <td>SATURDAY, FEBRUARY 19</td> <td>1pm</td> <td>Dr. Laurie Stowell & John Heckman</td> </tr> <tr> <td>WEDNESDAY, FEBRUARY 23</td> <td>4pm</td> <td>Dr. Suzi Van Steenbergen & Dr. Anne René Elsbree</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	TUESDAY, FEBRUARY 16	4pm	Dr. Xochi Archey & Dr. Sean Nank	SATURDAY, FEBRUARY 19	1pm	Dr. Laurie Stowell & John Heckman	WEDNESDAY, FEBRUARY 23	4pm	Dr. Suzi Van Steenbergen & Dr. Anne René Elsbree			
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THURSDAY, FEBRUARY 10	CO-CHAIR: ANNOUNCEMENT TO SOE FACULTY @ GOVERNANCE
1:00 – 3:00 pm	Follow up on proposal request for PPDs 2021-2022 AY, from SOE Faculty

THURSDAY, FEBRUARY 24	DTIR PPD APPLICATIONS DUE
Support Task (Non-meeting)	Emailed to soe@csusm.edu

MARCH 2 – 9	DTIR APPLICATION SCREENING
Location: Online	Online participation, applications posted in Community Container Use screening form provided and submit to: soe@csusm.edu Deadline to submit scoring forms: Monday, March 22, 2021 Consortium Participation Requested
THURSDAY, MARCH 3	PPD REMINDER E-MAIL TO SOE FACULTY
Support Task (Non-meeting)	Request proposals for PPDs 2021-2022 AY, from SOE Faculty
WEDNESDAY, MARCH 9	PPD PROPOSAL ABSTRACT DUE
Support Task (Non-meeting)	Emailed to soe@csusm.edu
THURSDAY, MARCH 10	CSUSM COMMITTEE MEETING - DTIR APPLICANT SELECTION
12:00 – 1:00 pm Location: Online Date changed from March 25 to March 19th at noon	<ol style="list-style-type: none"> 1. Final screening of DTiR Applicants 2. Select candidates for Director to review 3. Screen Partnership Professional Development Proposal Abstracts 4. Identify how proposals may impact need for course instructors for 2021-2022
FRIDAY, MARCH 26	DIRECTOR APPROVAL OF DTIR APPLICANT SELECTION
Support Task (Non-meeting)	Director to review recommendations (approve and/or suggestions) Schedule candidates selected for interviews Sends notification letters to candidates not selected Schedule zoom sessions with candidates not selected to acknowledge expertise, provide feedback, and invite to participate in SOE collaborations (Candidate classroom observations, curriculum collection, Hansen Speaker Series).
FRIDAY, APRIL 1	PPD PROPOSALS DUE
Support Task (Non-meeting)	Submitted to DTiR Support Staff via e-mail
APRIL 5 – 13	PPD SCREENING AND EVALUATION
Location: Online	Online participation, proposals posted in Community Container Use screening form provided and submit to: sbarrdeneen@csusm.edu Deadline to submit scoring forms: Monday, April 19, 2021 Consortium Participation Requested
WEDNESDAY, APRIL 13	DTIR APPLICANT INTERVIEWS
8:30 – 3:30 pm Location: Online	30-minute interview with 15-minute discussion time per candidate 1st interview to start at 9:00 am Morning beverages and lunch provided if in-person Consortium Participation Requested

THURSDAY, APRIL 14	DIRECTOR REVIEWS DTIR SELECTION CONTACTS DISTRICTS
(Mon. 18th) Support Task (Non-meeting)	Review selected candidate(s) Contact District Rep(s) and/or Superintendent(s) to confirm selection Prepare District contracts for formal approval Call selected candidate(s) to obtain acceptance of position Prepare notification letters for all candidates
THURSDAY, APRIL 14	CSUSM DTIR COMMITTEE MEETING
Time: 12:00-1:00pm Location: Online	<ol style="list-style-type: none"> 1. Review PPD Applications 2. Final recommendations to award PPDs
MAY 2020	ANNOUNCEMENT OF NEW DTIR(S)
Support Task (Non-meeting)	Schedule DTiR Onboarding Meetings with SOE Director, Faculty Mentor, Staff; share handbook and orientation information Announcement will occur once all parties involved have approved E-mail to SOE Community, consortium districts, and posted on website Announcement at Governance Meeting Invitations go out for DTiR Celebration: SOE Community, New DTiR(s), Consortium Members, Former DTiR(s)
MONDAY, MAY 2	ANNOUNCEMENT: PPD AWARDS FOR 2021-2022 AY
Support Task (Non-meeting)	E-mail to SOE Community and Consortium Partners Posted to SOE website
THURSDAY, MAY 12	CSUSM COMMITTEE MEETING
12:00-1:00 pm Location: Online	Plan DTiR Celebration
FRIDAY, MAY 13-20	PPD FINAL REPORTS DUE FOR 2020-2021 AY
Support Task (Non-meeting)	Must be submitted to DTiR Support Staff via e-mail.
THURSDAY, MAY 19	DTIR ANNUAL CELEBRATION
	All welcome to celebration for new and outgoing DTiRs Consortium Participation Requested