Dear Friends,

                After a productive meeting in Dallas, I wanted to follow up with you and share a time line that we’ve created for next steps.

                Primary among these is our work in developing media specifications for Module A so that Tony can create a script and Jim can create the media. Our first media will be animations and simulations for Module A in each domain; shortly, we’ll turn our attention to developing interactive assessments. We have the potential to turn these into exceptional examples, considering the expertise of our team. Our constraint, of course, is time, but if we begin immediately, we can stay on schedule.

                Here is the media development time line for Module A:

**Media Development Time Line**

**Animations and Simulations**

1. Team Leader (with team input if desired) identifies the subject of the media (Rely on E&T for ideas).
2. By October 8, Team Leader sends the specification sheet for the animation and simulation (Karen needs to send only the animation specs) to Tony.
3. By October 15, Tony will develop the draft of the script for Team Leader review.
4. By October 22, Team Leaders review script
5. By October 29, Tony will make changes in the script and work with Jim to develop a storyboard.
6. By November 3, Team leaders review storyboard and provide feedback to Tony and Jim
7. After storyboard review, Jim develops media (Animations and Simulations) by March 9, 2012

**Interactive Assessments**

1. By November 5, Tony will work with Team Leaders to develop specifications for the interactive assessments.
2. By November 12, Tony will develop the draft of the interactive assessment script for Team Leader review.
3. After Team Leader review, Tony will make changes in the script and work with Jim to develop a storyboard.
4. Prior to Jim's media development, team leaders review storyboard.
5. After storyboard review, Jim develops media by March 9, 2012

NOTE ABOUT SLIPPAGE: If team leaders don’t get their material to Tony on time, we will not have media for the pilot test.

We have scheduled our meetings with our full team at six-week intervals, and our tri-weekly webinars with team leaders. Please make note of these dates on your calendars. Here is the schedule:

Every six weeks, Full Team Meetings: October 12, November 23, January 4, 2012, Feb 15 2012, March 28, 2012; May 9, 2012; June 20, 2012

Additional Tri-weekly Management Team Meetings: November 2, December 14, January 25, March 7, 2012; April 18, 2012; May 30, 2012; July 11, 2012.

These meetings are all held on Wednesdays, starting at 8 PM eastern time, and concluding by 9:30 PM eastern time. Shortly I will be sending you a Webex invitation from Joe Pliss at Delmar Cengage so that you will be able to join the meetings. During the first meeting, I’ll ask Joe to briefly go over the capabilities of Webex.

I will chair the first of our management team meetings, and we will rotate the leadership of these meetings as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Time | Participants | Webex Leader | Agenda Items Sent by |
| October 12, 2011, 8:00 PM eastern | Full Team | Mike | 10/5/11 |
| November 2, 2011, 8:00 PM eastern | Management Team | Mike | 10/26/11 |
| November 23, 2011, 8:00 PM eastern | Full Team | Gordon | 11/16/11 |
| December 14, 2011, 8:00 PM eastern | Management Team | Gordon | 12/7/11 |
| January 4, 2012, 8:00 PM eastern | Full Team | Karen | 12/28/11 |
| January 25, 2012, 8:00 PM eastern | Management Team | Karen | 1/18/12 |
| February 15, 2012, 8:00 PM eastern | Full Team | Ann  | 2/8/12 |
| March 7, 2012, 8:00 PM eastern | Management Team | Ann | 2/29/12 |
| March 28, 2012, 8:00 PM eastern | Full Team | Linnea | 3/21/12 |
| April 18, 2012, 8:00 PM eastern | Management Team | Linnea | 3/11/12 |
| May 9, 2012, 8:00 PM eastern | Full Team | Jim | 5/2/12 |
| June 11, 2012, 8:00 PM eastern | Management Team | Jim | 6/4/12 |
| June 20, 2012, 8:00 PM eastern | Full Team  | Tony | 6/13/12 |

Please also lock in the dates of July 27-29 for our face-to-face full team meeting in Denver, after the conclusion of the Hi-Tec meeting.

For each of our Webex meetings, please send the team leader agenda items one week prior to the meeting date.

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END OF MESSAGE

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