



May 14, 2007

Memorandum

TO: Round Four Liaisons and College Contacts

FROM: MDC

RE: Kickoff Institute Registration and Travel Arrangements

This memo includes information you and your colleagues will need to prepare for the Achieving the Dream: Community Colleges Count Kickoff Institute which will be held July 8-11, 2007 in Dallas, Texas. The Round Four Kickoff Institute is co-sponsored by the Community College Leadership Program (CCLP), University of Texas-Austin and MDC, Inc.

Who Should Attend

Each Round Four institution should send a five-member team that includes the president/chancellor, dean of students, dean of academic affairs, institutional researcher, and a faculty member.

Other participants will include representatives from external funding organizations, including state entities that are contributing funds in support of the Round Four colleges. In addition, the coaches and data facilitators assigned to Round Four institutions will attend as will representatives of the national organizations participating in Achieving the Dream.

Location

The Kickoff Institute will be held at the Renaissance Dallas Hotel, 2222 Stemmons Freeway, Dallas, TX 75207. CCLP has reserved a block of rooms and will make hotel reservations for participants. Please do NOT try to book your rooms through the hotel. It is not possible to receive the deeply discounted rate or to secure a room in the reserved block except through CCLP.

How to Register

Each participant must register by emailing the following information to Eileen O'Donnell at CCLP:

Desired room: smoking or non-smoking

Dietary restrictions: please indicate if vegetarian or other requirements are essential

Arrival date:

Departure date:

Eileen will reserve your room. Upon check in, participants will be asked for a credit card and upon check out, payment will be due. The discount rate for guest rooms is \$100 per day.

Eileen can be reached at eodonnell@mail.utexas.edu

Getting There

Participants are responsible for making their travel arrangements. The hotel is 5 miles from the Dallas/Love Field (DAL) and 16 miles from Dallas/Fort Worth (DFW).

Estimated taxi fare from DAL is \$15 and from DFW is \$30. The hotel offers complimentary on-site parking.

Institutions that receive planning grants from external sources may use a portion of the planning funds to pay for the team's travel, lodging, and related costs of attending the institute. Similarly, institutions that are self-funding their participation in Round Four may include the travel expenses in their planning year commitment.

Purpose of the Institute

The Kickoff Institute helps teams get grounded in the values and vision for Achieving the Dream. Teams become familiar with Achieving the Dream's communication tools, strategies, and resources for colleges and states. Expectations of Round Four institutions are clarified. Teams meet and work with their coach and data facilitator and develop short-term action plans for next steps **after teams return to their campuses to launch Achieving the Dream**. National organizations and consultants participating in the Initiative are introduced and their roles described. The institute begins the process of building a community of learners among the institutions, coaches, data facilitators, and national partners.

Agenda

The institute begins with a reception and dinner meeting on Sunday July 8 at 6 pm. Monday and Tuesday sessions will start with breakfast and end by 5 pm. The institute will adjourn at 1 pm on Wednesday July 11.

Participating team members are expected to attend all sessions. The agenda includes numerous team work sessions scattered throughout the agenda; plenary sessions share information and set up the team work sessions.

By the end of the institute, teams will have a draft work plan for the planning year and ideas for expanding the core team and data team. More details about the agenda will be available next month.

Conference Meals

The institute includes the following meals and receptions:

Sunday: reception and dinner

Monday: breakfast and lunch

Tuesday: breakfast, lunch, and evening reception

Wednesday: breakfast and lunch

Evening Transportation

Buses will be provided on Monday and Tuesday evening to transport participants to local centers with shopping and restaurants.

Attire

Business casual (emphasis on casual) is appropriate for all sessions.

Emergency or Other Cancellations

Please advise Eileen O'Donnell of any cancellations you must make. Failure to advise her could result in your being charged for one night's lodging.

Questions?

If you have questions about the arrangements for the institute, please contact Eileen O'Donnell at eodonnell@mail.utexas.edu or 512-232-1834.