

Memo

To: Luz Moreno

From: UDWC: Linda Beam, Theo Fung, Deborah Graham, Cari Torres

cc: Kim O’Gara, Claudette Muldowney, Nick Chang, Peggy Isozaki, Greta Siegel

Date: September 16, 2010

Re: CAT 5A: Individual Research and Development Project:
Distance Education Counseling Access Compliance

The UDWC has completed the evaluation of your proposal and is pleased to inform you that it unanimously recommends you be awarded the following for your project “Distance Education Counseling Access Compliance”:

Fall 2010: 3 teaching units
Spring 2011: 3 teaching units
Supplies & Travel: \$715.00

The expected final project should include:

- Research to provide information to develop a feasible implementation plan.
- Develop and implement an online advising tool to be used through the Counseling department and have a trial version ready for the start of Fall 2011 semester.
- Provide a report on the full project by May 2011.

If you are **not** interested in accepting this award and proceeding with the project as outlined above, please notify Kim O’Gara no later than September 24, 2010. **Please submit a final report on your project to Kim O’Gara in the Office of Instructional Management no later than May 20th, 2011.** If this is a stipend award please get time card from department administrative assistant and direction on time card procedures. Please also **submit the requisite Reassigned Time/Stipend/Overload form** (attached) to Kim O’Gara as soon as possible.