

CQL Needs Assessment Working Time Line

1. Task Manager, Callie, needs to assess program and confirm that she can carve out sufficient time to meet the program demands of 2-4 hours of contact time per week over the period of 2020-2021 school year and time this spring to take the seminar in field supervision. This understanding needs to be confirmed prior to the Business Meeting in January.
2. Upon NYQM approval in January, make application to Columbia University by February, including the determination of how many interns.
3. Task Supervisor should try to take the seminary course sometime in the spring.
4. Task Supervisor's advisory group should be formed no later than the spring.
5. Task Supervisor Advisory Group plans visits with each Monthly Meeting to introduce project & solicit participation/cooperation.
6. The process for review of intern candidate should happen during the spring.
7. The logistics for independent contractor contracts, payment cycles, liability insurance and provisions for space, computer, phones, etc. should happen before summer.
8. Several meetings should occur over the summer with advisory group, Columbia University, Task Supervisor and intern(s) in preparation for the September semester.

I should add that there should be feedback loops to CQL/ M&C throughout this period, as well as a periodic reports to other appropriate committees.