

18 April, 2017

To: CCC Maker Participating Colleges
From: CCC Maker Project Team
Subject: CCC Maker Implementation Plan

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1. Purpose:

All CCC Maker Participating Colleges are invited to submit an Implementation Plan

All 34 colleges participating in the CCC Maker Start-up are now invited to submit an Implementation Plan as the last step of the Makerspace Start-up Project, funded through the \$40,000 seed grant. The Implementation Plan is intended to serve as a working proposal to show where each college is in the planning process and to assess the feasibility of developing a makerspace for the institution.

Unique College Plan using CCC Makerspace Planning Process

This is the opportunity for each college to outline a Makerspace Implementation Plan that will meet the outcomes of the CCC Maker Project. Successful plans will be based on research and outreach to all constituents, informed by the CCC Maker Start-up resources and activities, and in alignment with the requirements of the CCC Maker Project under the Innovation Maker3 Initiative of the California Community College Chancellor's Office, Doing What Matters framework.

Four Key Outcomes

The plan will communicate the college's strategic intentions to achieve the four (4) main outcomes of the CCC Maker Project including:

- **Student Success** –Empower and engage students through mentoring and internships to discover and prepare for STEM/STEAM careers. Use CCC Maker funding to support 50 paid internships per college to contribute to 1,000 internships throughout the state by the completion of the program in 2019.
- **Makerspace** – Plan and implement an appropriately equipped, inclusive and sustainable Makerspace that addresses the specific interests and needs of students.
- **Community of practice** – Initiate an inclusive network of faculty, industry, other educational partners and students to communicate, share experiences and resources, evaluate outcomes and iterate best practices in the statewide CCC Maker Community of Practice
- **Curriculum innovation** – Support faculty to create learning platforms and embed making into curriculum design to develop programs that align with industry needs, support an entrepreneurial ecosystem and foster innovation across the curriculum.

2. Two Part process – Plan and Proposal

First, the Implementation Plan will be submitted on May 17. This includes the Narrative and required documents in #9. This submission triggers the release of the second \$20,000 for participation in the Start-up process.

For those colleges that intend to apply for competitive Implementation Grant funding, all sections of the Implementation Plan will be completed, including Budget and Workplan.

After considering feedback on the Implementation Plans from the Technical Assistance Provider and Project Management Team, the revised plan may be submitted as a **competitive grant proposal, due on June 16**. Successful proposals will be announced in July 2017.

3. Deadlines:

- **May 17, 2017** - The Implementation Plan is due. See #9 for submission instructions.
- **June 16, 2017** - Competitive grant proposal is due.

4. Successful Plans

Successful plans will:

- Develop through the active collaboration of all interested constituent groups including:
 - Faculty
 - Students
 - Administration
 - Employers
 - Community Leaders
 - K – 12 connections
- Address the specific socio-economic and success challenges facing Community College students – Inclusion, empowerment, identity, confidence, belonging, networking
- Meet the current and future needs of regional industry and employers
- Embrace the open-source philosophy and mutually supportive community of the Maker Movement
- Strategize innovative models of sustainability and scalability

5. Resources

Developing the Implementation Plan

Colleges are advised to **revisit resources on the CCC Maker website** <http://cccmaker.com> before developing the Implementation Plan.

Colleges are also advised to **review the original CCC Maker Start-up Packet** for details such as:

- **Vision:** CCC Makerspaces will drive innovation in education, and California Community College students will be prepared for success in STEM/STEAM careers that demand 21st century skills.
- **What's Expected:** Join the community and participate in webinars, attend professional development events and apply innovative practices, to develop a plan that will:
 - Develop or expand an inclusive makerspace that fits your college's interests and capabilities
 - Engage faculty to integrate making into the curriculum
 - Facilitate student internships and work based learning
 - Support students in preparing for STEM/STEAM careers
 - Share best practices

6. Community of Practice - Open Source

Your Implementation Plan will be posted on the CCC Maker website after June 16 to share what you've learned with the CCC Maker Community of Practice as well as the wider maker movement. By submitting this plan, the plan authors and your college give permission for this plan to be shared online.

7. Seed Grant Funding

Submission of the Implementation Plan by the due date (May 17) will authorize disbursement of the second payment of \$20,000 as a reimbursement for approved and documented expenditures, in accordance with the Fiscal guidelines outlined by Sierra College in the Fiscal Webinar. This will bring the total seed grant funds to \$40,000.

8. Implementation Plan Elements

The Implementation Plan which will cover the two (2) years from July 2017 to May 2019, will include the following elements:

Implementation Plan Worksheet - Year One:

- **Implementation Plan Narrative** – Problem, Strategies and Impact
- **Work Plan** – Activities, Responsibility and Outcomes – Year One
- **Budgets + Narrative** - \$100,000 to \$350,000 – Year One
- **Makerspace Facility Plans** – Space and Facility Plans
- **Project Team** – Project and Faculty Leads
- **Appendices** - Deliverables from the Start-up Process

Implementation Plan Worksheet -Year Two:

- **Work Plan** – Activities, Responsibility and Outcomes – Year Two
- **Budgets + Narrative** - \$100,000 to \$350,000 – Year Two

9. How to submit your Implementation Plan

The attached files, **CCC Maker Implementation Plan Workbook – Year One.xlsx** and **CCC Maker Implementation Plan Workbook – Year Two.xlsx**, have been formatted so you can enter your work directly into the documents.

- You may wish to develop your answers to narrative questions in Microsoft Word and then copy them into the spreadsheet cells as needed. Make sure to save the Word doc, just in case.
- **Do NOT change the formatting of this document** as we will be collating the information into a master spreadsheet that can be used for our planning and reporting purposes.
- Do not include any confidential information such as Student IDs, SSNs or other sensitive data.
- Save your file as ‘CCC Maker ‘college name’ Implementation Plan’
- Create a folder in Dropbox named ‘CCC Maker ‘college name’ Implementation Plan’.
- Save the Implementation Plan Workbook files in the folder, along with **supporting documentation** including:
 - Required
 - Institutional Self Study – Up to 5 pages (Research data, labor market info, student surveys or other student voice information)
 - Kumu Map – map as jpeg or pdf (Link to live map will be included in the excel file)
 - Logic Model (preferred format: pdf or jpeg)
 - Student Activity – blog post with photo (250 – 500 words)
 - Optional:
 - Up to twelve (12) Photos of activities or events (resolution suitable for web publication)
 - No more than three (3) video links to YouTube of activities or events
 - No more than five (5) pages of photos, plans, facilities reports and other materials for your Makerspace Layout
 - Up to five (5) Letters of support from partnering organizations and employers
 - Up to three (3) Meet-up Photos and diagrams
- Only include relevant materials and information regarding your process or plans
- Quality over Quantity
- Be sure to share your folder and documents within your team as a back-up and for review
- Share the dropbox folder with deborah@cccmaker and salomon@cccmaker.
- All materials must be uploaded to the dropbox folder by **11.59pm on Wednesday, May 17, 2017**.

10. Assistance

A Webinar reviewing the Implementation Plan Process is scheduled for Thursday, April 20 at 10am.

Please register using this link: <https://zoom.us/webinar/register/dbe702d35ad04577d746f627e8486654>.

The webinar will be available on the cccmaker.com website.

Zoom video conferencing sessions will also be available to follow up on specific questions and issues. If, after watching the webinar, your team needs more assistance, please email Deborah@cccmaker.com to register for a meeting.

If you require further assistance, please contact Deborah@cccmaker.com

