**These instructions are for Applicants – this page should not be included in the contract**

A standard template for the work plan is included, which identifies the objectives that need to be met and one or more associated tasks to be completed. Each task is associated to one or more performance measures.

**Applicants may add Tasks or Performance Measures to the table if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures.**

For Multi-Year contracts, each period will have a separate work plan – a contract that has five periods established would have five separate work plans outlined here.

### SUMMARY

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| PROJECT NAME: | **STEP (RFP GC-001)** |
| CONTRACTOR NAME: |  |
| CONTRACT PERIOD NUMBER: 1 of 5 | |
| CONTRACT PERIOD: | From: July 1, 2025 |
|  | To: June 30, 2026 |

**Project Summary - A high-level overview of the project, including the overall goal and desired outcomes:** In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). The purpose of STEP is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

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| **Objective** |
| 1. Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework. |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health-related fields and the licensed professions. |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
| **3.2.3** |

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| **Objective** |
| 1. Provide services and activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to satisfy secondary school graduation requirements in NYS. |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** | |
| 1. Provide all students with an opportunity to participate in Service-Learning. Students should be made aware of what Service Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities. | |
| **Task** | |
| **5.1** | |
| **Performance Measures** | |
| **5.1.1** | |
| **5.1.2** | |
| **5.1.3** | |
| **Task** | |
| **5.2** | |
| **Performance Measures** | |
| **5.2.1** | |
| **5.2.2** | |
| **5.2.3** | |
| **Objective** |
| 1. Provide ways to implement and sustain a parent component with clearly defined roles, responsibilities, and activities. |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |
| **Objective** |
| 1. Provide activities to develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.  The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process. |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |
| **Objective** |
| 1. Describe how you will promote and encourage collaborations with Statewide & Regional partners by participating in Statewide and Regional networking and committees. |
| **Task** |
| **8.1** |
| **Performance Measures** |
| **8.1.1** |
| **8.1.2** |
| **8.1.3** |
| **Task** |
| **8.2** |
| **Performance Measures** |
| **8.2.1** |
| **8.2.2** |
| **8.2.3** |

### SUMMARY

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| PROJECT NAME: | STEP (RFP CG-001) |
| CONTRACTOR NAME: |  |
| CONTRACT PERIOD NUMBER: 2 of 5 | |
| CONTRACT PERIOD: | From: July 1, 2026 |
|  | To: June 30, 2027 |

**Project Summary - A high-level overview of the project, including the overall goal and desired outcomes:** In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). The purpose of STEP is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

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| **Objective** |
| 1. Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework. |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health-related fields and the licensed professions. |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
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| **Objective** |
| 1. Provide services and activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to satisfy secondary school graduation requirements in NYS. |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** | |
| 1. Provide all students with an opportunity to participate in Service-Learning. Students should be made aware of what Service Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities. | |
| **Task** | |
| **5.1** | |
| **Performance Measures** | |
| **5.1.1** | |
| **5.1.2** | |
| **5.1.3** | |
| **Task** | |
| **5.2** | |
| **Performance Measures** | |
| **5.2.1** | |
| **5.2.2** | |
| **5.2.3** | |
| **Objective** |
| 1. Provide ways to implement and sustain a parent component with clearly defined roles, responsibilities, and activities. |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |
| **Objective** |
| 1. Provide activities to develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.  The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process. |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |
| **Objective** |
| 1. Describe how you will promote and encourage collaborations with Statewide & Regional partners by participating in Statewide and Regional networking and committees. |
| **Task** |
| **8.1** |
| **Performance Measures** |
| **8.1.1** |
| **8.1.2** |
| **8.1.3** |
| **Task** |
| **8.2** |
| **Performance Measures** |
| **8.2.1** |
| **8.2.2** |
| **8.2.3** |

### SUMMARY

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| PROJECT NAME: | STEP (RFP GC-001) |
| CONTRACTOR NAME: |  |
| CONTRACT PERIOD NUMBER: 3 of 5 | |
| CONTRACT PERIOD: | From: July 1, 2027 |
|  | To: June 30, 2028 |

**Project Summary - A high-level overview of the project, including the overall goal and desired outcomes:** In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). The purpose of STEP is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

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| **Objective** |
| 1. Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework. |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health-related fields and the licensed professions. |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
| **3.2.3** |

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| **Objective** |
| 1. Provide services and activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to satisfy secondary school graduation requirements in NYS. |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** | |
| 1. Provide all students with an opportunity to participate in Service-Learning. Students should be made aware of what Service Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities. | |
| **Task** | |
| **5.1** | |
| **Performance Measures** | |
| **5.1.1** | |
| **5.1.2** | |
| **5.1.3** | |
| **Task** | |
| **5.2** | |
| **Performance Measures** | |
| **5.2.1** | |
| **5.2.2** | |
| **5.2.3** | |
| **Objective** |
| 1. Provide ways to implement and sustain a parent component with clearly defined roles, responsibilities, and activities. |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |
| **Objective** |
| 1. Provide activities to develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.  The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process. |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |
| **Objective** |
| 1. Describe how you will promote and encourage collaborations with Statewide & Regional partners by participating in Statewide and Regional networking and committees. |
| **Task** |
| **8.1** |
| **Performance Measures** |
| **8.1.1** |
| **8.1.2** |
| **8.1.3** |
| **Task** |
| **8.2** |
| **Performance Measures** |
| **8.2.1** |
| **8.2.2** |
| **8.2.3** |

### SUMMARY

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| PROJECT NAME: | STEP (RFP GC-001) |
| CONTRACTOR NAME: |  |
| CONTRACT PERIOD NUMBER: 4 of 5 | |
| CONTRACT PERIOD: | From: July 1, 2028 |
|  | To: June 30, 2029 |

**Project Summary - A high-level overview of the project, including the overall goal and desired outcomes:** In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). The purpose of STEP is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

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| **Objective** |
| 1. Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework. |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health-related fields and the licensed professions. |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
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| **3.2.3** |

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| **Objective** |
| 1. Provide services and activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to satisfy secondary school graduation requirements in NYS. |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
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| **4.2.3** |

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| **Objective** | |
| 1. Provide all students with an opportunity to participate in Service-Learning. Students should be made aware of what Service Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities. | |
| **Task** | |
| **5.1** | |
| **Performance Measures** | |
| **5.1.1** | |
| **5.1.2** | |
| **5.1.3** | |
| **Task** | |
| **5.2** | |
| **Performance Measures** | |
| **5.2.1** | |
| **5.2.2** | |
| **5.2.3** | |
| **Objective** |
| 1. Provide ways to implement and sustain a parent component with clearly defined roles, responsibilities, and activities. |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |
| **Objective** |
| 1. Provide activities to develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.  The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process. |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |
| **Objective** |
| 1. Describe how you will promote and encourage collaborations with Statewide & Regional partners by participating in Statewide and Regional networking and committees. |
| **Task** |
| **8.1** |
| **Performance Measures** |
| **8.1.1** |
| **8.1.2** |
| **8.1.3** |
| **Task** |
| **8.2** |
| **Performance Measures** |
| **8.2.1** |
| **8.2.2** |
| **8.2.3** |

### SUMMARY

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| PROJECT NAME: | STEP (RFP GC-001) |
| CONTRACTOR NAME: |  |
| CONTRACT PERIOD NUMBER: 5 of 5 | |
| CONTRACT PERIOD: | From: July 1, 2029 |
|  | To: June 30, 2030 |

**Project Summary - A high-level overview of the project, including the overall goal and desired outcomes:** In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). The purpose of STEP is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

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| **Objective** |
| 1. Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework. |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health-related fields and the licensed professions. |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
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| **Objective** |
| 1. Provide services and activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to satisfy secondary school graduation requirements in NYS. |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** | |
| 1. Provide all students with an opportunity to participate in Service-Learning. Students should be made aware of what Service Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities. | |
| **Task** | |
| **5.1** | |
| **Performance Measures** | |
| **5.1.1** | |
| **5.1.2** | |
| **5.1.3** | |
| **Task** | |
| **5.2** | |
| **Performance Measures** | |
| **5.2.1** | |
| **5.2.2** | |
| **5.2.3** | |
| **Objective** |
| 1. Provide ways to implement and sustain a parent component with clearly defined roles, responsibilities, and activities. |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |
| **Objective** |
| 1. Provide activities to develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.  The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process. |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
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| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |
| **Objective** |
| 1. Describe how you will promote and encourage collaborations with Statewide & Regional partners by participating in Statewide and Regional networking and committees. |
| **Task** |
| **8.1** |
| **Performance Measures** |
| **8.1.1** |
| **8.1.2** |
| **8.1.3** |
| **Task** |
| **8.2** |
| **Performance Measures** |
| **8.2.1** |
| **8.2.2** |
| **8.2.3** |