



Bi-Weekly Bulletin

August 30, 2017

New Information:

- Update Regarding Large-Scale Purchases
- QCM Hotel and Meal Details - **Friday, September 15 & Friday, September 22**
- Upcoming Lyceum Updates
- GEAR UP Data in Lyceum - **Friday, September 1**
- Introducing New District Coordinators

Update Regarding Large-Scale Purchases

With the half-way mark of the grant cycle upon us in GY04, it is important that GEAR UP shift focus from purchasing any large technology items or large furniture orders to new funding expenditures directly tied to the programmatic services offered to our cohort students to meet specific GEAR UP goals. While these large item purchases were allowed in the beginning years, in order to implement the GEAR UP grant successfully, they will no longer be approved starting in GY04. This practice is consistent with other GEAR UP grants and audit findings around the country and important for us to apply as well in order to remain in compliance. Please contact Amanda Whittington with any questions (whittingtona@appstate.edu).

QCM Hotel and Meal Details

The first QCM of GY04 is quickly approaching. The QCM will be held at AppState on Thursday, October 5 and Friday, October 6. District Coordinators should plan to attend on both Thursday and Friday, while Coordinators, Liaisons, and Finance Officers should plan to attend on Friday only.

We have reserved a block of rooms for Wednesday, October 4 and Thursday, October 5 at the Fairfield Inn & Suites (by Marriott) in Boone. Individuals will need to call the hotel directly (828) 268-0677 and reserve a room from the "ASU GEAR UP" block by **Friday, September 15**.

As in past meetings, we will have a working lunch on Friday, October 6. We will offer a semi-customized ordering process from Panera and will need to receive your lunch order request by **Friday, September 22**. Please access the order form below to submit your meal preference.

[QCM Lunch Order Request](#)

The tentative agenda for the meeting is attached below as well. Please note that the finalized agenda will be provided upon arrival at the meeting on October 5th and 6th.

[Tentative QCM Agenda](#)

Upcoming Lyceum Updates

This Thursday, there will be an update to the Lyceum Analytics software. While most changes are "under the hood" type of changes, there are three that are meant to enhance the way you work with the application. Below is a description of these enhancements:

- **Add ability to set location (via drop-down) on Service Events**
This enhancement adds the ability to specify a location, e.g. a university campus, to service events via a new dedicated "Location" field. Previously, a service sub-type was used to indicate a location. Going forward, a new location drop-down field will appear on service events that require it. Whether a service event requires a location field is controlled via its corresponding master service; additionally, new locations can be easily added via an administrative screen.
- **Include middle name in various display names for students**
It was reported by some users that sometimes students provide their middle name instead of their first name, and having the middle name show up in more places would help. To address this, middle name will now appear throughout the application (Student Directory, Professional Director, Service Event Participants, Service Event Participants Assignment List, Group Record, Group Assignment List).
- **Make event types audience-dependent**
Lyceum Analytics uses the CCRC categorization of service types and sub-types for students, professionals and parents. Prior to this update, the entire list of service types would appear in the drop-down menu regardless of audience type. This led to some Audience Type/Service Type mismatches. This enhancement fixes that by ensuring the service type drop-down menu only shows the correct subset of service types depending on the service's audience type, e.g., student, parent, professional.

If you have additional questions on this update, please contact Alex (serrano2@appstate.edu).

GEAR UP Data in Lyceum

Schedule for Demographic and Attendance Data Reports

The dates below are the due dates for demographic and attendance data. With the exception of the first due date, but similar to last year, dates were scheduled a few days after the first of the month to account for the cases where some initially unexcused absences are eventually re-categorized as excused. The dates below have also been entered into the Data Due Dates shared calendar.

- September 1, 2017
- October 10, 2017
- November 9, 2017
- December 8, 2017
- January 10, 2018
- February 9, 2018
- March 9, 2018
- April 10, 2018
- May 10, 2018
- June 11, 2018

Schedule for Test Results (EOG/EOC) Data Reports

- September 1, 2017

Schedule for Academic Data Report

The schedule for Academic Report files will be published in the next GEAR UP Bulletin and also communicated via email and entered into the Data Due Dates calendar.

When can we begin to enter services for 2017-2018?

You will be able to begin entering GY03 services one or two days after we receive the demographic report data file from your district. We are hoping that we get most of the demographic data by this Friday. Alex will let you know when your district has been loaded so you can begin entering services. Please be sure to work on entering summer services as soon as possible. If you need help catching up with entering those services, please reach out to Alex Serrano (serrano2@appstate.edu).

In the mean time, we are also working on importing all GY04 work plans into the database so that programming is available by the time GY04 becomes effective.

Introducing New District Coordinators

We are pleased to introduce two new GEAR UP district coordinators! Please reach out to them to introduce yourself and share a warm GEAR UP welcome!

Jarred Cornette (jarred.cornette@alleghany.k12.nc.us) started as the Alleghany GEAR UP Coordinator on Monday, August 21. He is a native of Wilkes County with Alleghany County ties. He is a recent graduate of AppState and a first generation educator. Jarred is excited to be part of the GEAR UP program and to have the opportunity to help kids find their path into post-secondary education.

Kim Logan (kimlogan@burke.k12.nc.us) begins work this school year as a GEAR UP coordinator for Burke County Schools. Kim has a BA from UNC Greensboro and a MA from ASU. She and her husband have four children - two of whom are graduates of BCPS. With Kim being hired, BCPS GEAR UP schools have been realigned and Kim will be serving Freedom HS, Table Rock MS, East Burke HS, East Burke MS, and Walter Johnson MS. All other schools in Burke will be served by Mandie Pinnel. Kim will be available at the same cell phone number that Bronzy Mills used which is (828) 234-2725 and both she and Mandie will have their office home base at Walter Johnson MS.

Have Suggestions?

We love to hear your ideas! Do you have suggestions that will help us improve? At any time, please provide your feedback by clicking the suggestion box. Thanks for taking the time to help us continuously grow and improve.

[Suggestion Box](#)

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