Draft Selection Process for Core Recommendation Collaborators and Model Development Conference Participants

1. At the January 18th Steering meeting, the Steering Committee, with guidance from Russell Consulting and input from DPI, will develop a process for how it will select 10 Core Recommendation Collaborators and 45 Model Development Conference participants. This will include beginning to develop the criteria for a rubric/matrix for Steering members to evaluate applications and the guidelines for a process for Steering members to use to make the selections on February 23. The rubric/matrix isn’t meant to be used as an applicant evaluation form to be handed in, but rather as a tool for evaluation to develop lists as indicated below.

2. January 22nd to February 9th: Applications are submitted via form created by WiLS.

3. February 12th: WiLS compiles applicant submissions and shares with the Steering Committee to individually evaluate.

4. February 12th to February 21st: Steering members individually review applications. John DeBacher does so also with DPI team.

5. By February 21st: Each steering committee member and John DeBacher submit a list of those they think should be selected as a Core Recommendation Collaborator (each submits 5 names) and those they think should be invited to the Model Development Conference (each submits 10 names).

6. February 22nd: WiLS compiles lists into one list that includes names, affiliation(s), and the number of times a person showed up on a list submitted by Steering members and DPI.

7. February 23rd: Steering Committee meets to make selections (including alternates as they deem appropriate) with the Steering Chair facilitating using selection process guidelines developed in conjunction with Russell Consulting.

8. Feb. 26th: On behalf of the Steering Chair, WiLS sends selection and invitation letters to those selected.

9. By March 5th: Confirmation responses are due.

10. March 6th to March 9th: Steering Chair contacts alternates if needed.

11. March 12th: WiLS sends notice to applicants not selected on behalf of Steering Chair.

12. March 12th: WiLS begins sharing education materials with CRCs.