



P-16 DEVELOPING COUNCIL FORM

This P-16 Developing Council form was created to assist THECB in identifying P-16 Councils that are new and in the “developmental phase”. Local and Regional P-16 Councils that fit this category are encouraged to complete this form, so THECB can know where P-16 Councils exist and have an accurate total number of existing councils in the state. As your council works on meeting the established P-16 Council components (attached), please keep THECB informed of the council’s progress. Submit this form and council updates electronically to Priscilla Martinez, Program Director, Priscilla.Martinez@thecb.state.tx.us.

NAME OF COUNCIL:	
COORDINATING BODY Council Contact Information	
Coordinator/Contact:	
Title/Organization:	
Address:	
City/State/Zip:	
Email:	
Phone:	
Fax:	
Council website:	
YEAR STARTED	
SCOPE OF THE INITIATIVE	<input type="checkbox"/> P-16 <input type="checkbox"/> P-20 <input type="checkbox"/> Other: _____
COVERAGE AREA <small>(one council/community college district)</small>	
COUNCIL MEETING FREQUENCY	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____

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P-16 COUNCIL COMPONENTS

Below are the components of Recognized THECB P-16 Councils. Your council might want to consider these components if it wishes to be recognized by THECB in the future. If you need assistance in the development of your P-16 Council, please do not hesitate to contact Priscilla Martinez, Program Director.

Components
ORGANIZATIONAL STRUCTURE
<p>Provides information about the coordinating body of the council, council organization, membership, and subcommittees. Consider the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Identified a higher education institution or a 501 (c)(3) non-profit organization as the coordinating body/fiscal agent<input type="checkbox"/> Designated board, executive committee, or leadership group<input type="checkbox"/> Provided year P-16 Council started and 501 (c)(3) documentation, if applicable<input type="checkbox"/> Selected the scope of the initiative<input type="checkbox"/> Defined the Coverage area and adhered to one P-16 Council per community college district<input type="checkbox"/> Coordinated P-16 Council meetings on at least a quarterly basis<input type="checkbox"/> Attached minutes of the last three P-16 Council meetings to application<input type="checkbox"/> Outlined in the vision statement where the P-16 Council wants to be in the future<input type="checkbox"/> Indicated the purpose and role of the P-16 Council in the mission statement<input type="checkbox"/> Provided a brief narrative of the organization of the P-16 Council<input type="checkbox"/> Included membership list, consisting of ISDs, IHE(s), regional education service center(s), community and workforce/business partners. Regional P-16 Councils must have at least 3 ISDs.<input type="checkbox"/> Included the contact information of the subcommittees, if

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Applicable
FUNDING/SUPPORT
Describes the funding and staff support of council. Consider the following:
<input type="checkbox"/> In good fiscal standing (no outstanding refunds) with THECB.
<input type="checkbox"/> Identified the funding source(s) of the P-16 Council
<input type="checkbox"/> Hired P-16 Council staff support (at least part-time)
<input type="checkbox"/> Supported other P-16 Regional/Local/Network Councils
QUALITY AND APPROPRIATENESS OF STRATEGIC PLAN
Describes the long term plan of action of the council. Addresses at a minimum the following:
<input type="checkbox"/> Aligned P-16 Council goals with the objectives of the State P-16 Council
<input type="checkbox"/> Developed realistic goals that address issues and priorities of the P-16 Council and provide a clear direction for council work
<input type="checkbox"/> Defined objectives with clear targets to meet goals of the P-16 Council
<input type="checkbox"/> Identified strategies and measures to achieve goals and objectives
<input type="checkbox"/> Provided strategic plan, defining what the P-16 Council is and intends, as well as the principles guiding its work
EFFECTIVE AND TIMELY IMPLEMENTATION OF STRATEGIC PLAN
Provides documentation of the implementation of the strategic plan. Consider the following:
<input type="checkbox"/> Identified significant activities and/or strategies implemented over the past year by the P-16 Council
<input type="checkbox"/> Measured outcomes show how the work of the council improved particular issues and met targets