

Perkins Reports Check List- Detailed 2019-2020

Month/Year reports due	Items to be completed per TOP code
March-April 2019	<ul style="list-style-type: none"> ❖ Deans/Department Chair- SCC Application <ul style="list-style-type: none"> Application (includes budget and core indicators analysis) Core Indicator Report
April 2019	<ul style="list-style-type: none"> ❖ AVPI Office- Perkins Online Application Process <ul style="list-style-type: none"> Section 1-C: Application Budget Overall Section 1-E-C: College aggregate Core Indicator Section 1-F: Core Indicators by TOP code report Section II-A: Local Application Narrative by TOP Code Section IV-B: Budget by TOP Code Section III-A: Local Application Narrative Across CTE Program Section IV-C: Budget Summary Across CTE Programs Section III-A: Local Application Narrative for CTE Transitions Section IV-D: Budget Summary for CTE Transitions
August 2019- July 2020	<ul style="list-style-type: none"> ❖ Deans/Department Chair- Quarterly Reports <ul style="list-style-type: none"> 1st Qtr: July 1-September 30 Due to AVPI Office: October 1 2nd Qtr: October 1-December 31 Due to AVPI Office: January 1 3rd Qtr: January 1-March 31 Due to AVPI Office: April 1 4th Qtr: April 1-June 30 Due to AVPI Office: July 1
August 2019- April 2020	<ul style="list-style-type: none"> ❖ Deans/Department Chair- Industry Advisory Committees <ul style="list-style-type: none"> Roster List (names and titles) Agenda/Meeting Minutes
July 2020	<ul style="list-style-type: none"> ❖ Deans/Department Chair- SCC Final Report Process <ul style="list-style-type: none"> Final Report and Program Review
August 2020	<ul style="list-style-type: none"> ❖ AVPI Office- Perkins Online Final Process <ul style="list-style-type: none"> Section I-C: Final Budget Overall Section I-G: Local Application Amendment Request Form Section II-A: Final Report Narrative by TOP Code (Narrative from Final Report per TOP Code) Section III-A: Final Report Narrative Across CTE Programs Section III-A: Final Report Narrative for CTE Transitions

* AVPI Office- Associate Vice President of Instruction Gabriel Meehan & cc Aksana Shyrochyna.