

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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(916) 322-4005  
<http://www.cccco.edu>



June 21, 2018

Awardee, Superintendent/President  
Awardee, Chief Business Officer  
Awardee, Award Submitter

Re: Guidelines for Award Recipients for 2017-18 Innovation in Higher Education

Dear Awardee:

Congratulations on your selection for a 2017-18 Innovation in Higher Education Award. The Board of Governors has confirmed your institution's nomination for an award.

The Chancellor's Office Institutional Effectiveness (IE) division will oversee awards distributions via the apportionment process. In the June 2018 apportionment, the IE division authorized an initial distribution of ninety percent of the total award amount. Please refer your district office to the 2017-18 Second Principal Apportionment memorandum for specific information. The remaining ten percent will be distributed in the February 2019 apportionment pending receipt of completed documentation as requested below.

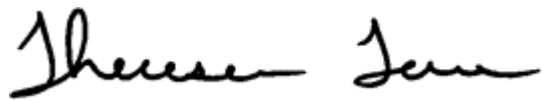
The IE division requests that awardees provide contact information to facilitate future communications (see Attachment A). We request that awardees submit this information along with a proposed project timeline (Attachment B) and a project budget (Attachment C) by December 15, 2018.

As noted in the application, awardees are asked to develop a How-To Guide or toolkit that will promote dissemination. We request that a minimum of \$50,000 be allocated from the award to support this purpose. Specific instructions for the toolkits will be posted to the Innovation Awards website ([innovation.cccco.edu](http://innovation.cccco.edu)).

Furthermore, awardees will be asked to report a summary of activities and outcomes for the student populations identified in their applications (Attachment D). Reports will be due to the Chancellor's Office in June 2019 and June 2021.

For any questions regarding the 2017-18 Innovation Awards, please contact Anneliese Mondorf at (916) 445-8504 or [amondorf@cccco.edu](mailto:amondorf@cccco.edu).

Sincerely,

A handwritten signature in black ink that reads "Theresa Tena". The signature is fluid and cursive, with the first name "Theresa" and the last name "Tena" clearly distinguishable.

Theresa Tena  
Executive Vice Chancellor, Institutional Effectiveness & Innovation  
California Community Colleges Chancellor's Office

cc: Anneliese Mondorf, Chancellor's Office  
Jubilee Smallwood, Chancellor's Office  
Sandra Fried, Foundation for the California Community Colleges  
Beth Kay, Foundation for the California Community Colleges

Attachments

Attachment A–Contact Information  
Attachment B–Proposed Project Timeline Template  
Attachment C–Budget Template  
Attachment D–Reporting Requirements & Progress Report Template