



January 15, 2015

PERSONAL AND CONFIDENTIAL

Sent on behalf of Carol A. Lincoln

Dear President Walter:

On behalf of Achieving the Dream, Inc. (ATD), I am delighted to confirm that Bergen Community College has been selected for participation in Achieving the Dream beginning in June, 2015. Congratulations!

I would like to share the following information with you to help your team in planning for next steps.

1. You are welcome to make an announcement of your participation in the Achieving the Dream National Reform Network upon receipt of this letter. To ensure message and language consistency about Achieving the Dream, we request that you share all communications related to your Achieving the Dream participation with our Communications Manager, Lauren Lewis (llewis@achievingthedream.org) prior to release. For communication materials—such as logos or one-pagers—please visit <http://achievingthedream.org/our-network-area/college-resources> and click on 'Communication Materials'. We will be coordinating a joint announcement with you and the other 2015 cohort colleges in March/April, once the final application deadline has passed. We thank you in advance for your full cooperation on this matter.
2. Your initial commitment to participate as an Achieving the Dream College is for three years. An invoice for your first-year installment, which is due on March 31, 2015, will be sent to the person noted on your application as your fiscal contact in February, 2015. The remaining two installments are due in March of the coming years.
3. Please anticipate phone calls soon from Cynthia Ferrell, National Director of Leadership Coaching, to discuss your leadership coaching needs and from Rhonda Glover, National Director of Data Coaching, regarding data coaching. Based on those discussions your college will be assigned a leadership coach and a data coach who will participate in the Kickoff Institute and who will coordinate with you to schedule visits to your college in late summer/fall 2015.
4. The 2015 ATD Kickoff Institute will be held on June 24-26, 2015, at a location TBD. When we are able to confirm location and venue details, you will receive instructions on how to register for the institute and how to make hotel reservations. You should plan to bring at least five—and no more than eight—team members to the Kickoff Institute. We strongly recommend you bring the following individuals: president, chief academic officer, head of student services, director of institutional research, public information

officer, and a key faculty leader. The registration fee for these five attendees is included in your first year's participation fee. A modest registration fee will be charged for additional attending team members. Other colleges have often brought more faculty, the financial aid specialist, or communications director to the Kickoff. Your college will be responsible for covering travel costs for your team's participation in the Kickoff Institute.

5. We encourage you to send a team to DREAM 2015 scheduled for February 17-20, 2015, to be held in Baltimore, MD. This is an optional activity in 2015 but will be a required learning event in 2016, 2017, and 2018. If you have not yet registered, please [visit the DREAM 2015 website](#) to view the agenda, conference sessions, pre-institute workshops, and registration information. Your two complimentary registrations can be claimed using the following discount code: berg2763. We expect to have your coaching team identified by DREAM, making it possible for you to get acquainted in person if you choose to come to this event. Your college will be responsible for travel costs for any participants attending DREAM 2015.
 - a) ATD will host a **special session for new and prospective ATD Colleges at DREAM 2015**. During this session, attendees will; learn more about ATD's 2014-2019 Strategic Plan and the next steps of your ATD journey, hear from an ATD Data Coach and Leadership Coach on their experiences in building strong leadership and fostering a culture of evidence and inquiry throughout the college, and learn and ask questions about the ATD experience. Attendance is optional, but strongly encouraged. This session will be held on Thursday, February 19, from 4:00 – 5:30 pm. Snacks and drinks will be provided.

If you have questions about next steps or about any other aspect of your entry into Achieving the Dream, please do not hesitate to contact Julia Lawton, assistant director of programs, at jlawton@achievingthedream.org.

Again, let me offer our congratulations as you join Achieving the Dream. We look forward to working with you and your institution and deeply appreciate the significant commitment you are making to improve student success at community colleges across the country.

Warmest regards,



Carol A. Lincoln
Senior Vice President
Achieving the Dream



Achieving the Dream™

Community Colleges Count

Below is a table of important Achieving the Dream dates and deadlines:

Achieving the Dream Participation Year	Date	Year	Report/Event
Year One	December 12	2014	Early Admission deadline for applications
	January 15	2015	Early Admission applicants notified of application status
	January/February	2015	Early Admission applicants: Calls from Achieving the Dream to discuss coaching needs and other pertinent information for a successful launch
	February 17 - 20	2015	DREAM 2015, including a Spotlight session for all new and prospective colleges on February 18
	March 6	2015	Final Deadline for applications
	March 13	2015	Final Deadline applicants notified of application status
	March/April	2015	Final Deadline applicants: Calls from Achieving the Dream to discuss coaching needs and other pertinent information for a successful launch
	April 13	2015	\$75,000 participation fee due
	May 15	2015	Readiness Assessment due (60 days in advance of the 2015 Kickoff Institute)
	May	2015	ATD data webinar
	June 5	2015	Pre-Kickoff homework due
	June 24 - 26	2015	Kickoff Institute
	September	2015	DREAM 2016 workshop proposals due (<i>optional</i>)
	September	2015	Catch up webinar/conference call with 2015 cohort (<i>optional</i>)
	October 30	2015	Planning Logic Model due
	Year Two	February	2016
February		2016	Implementation Plan, Interventions Showcase data, and contact update due
March 1		2016	\$75,000 participation fee due
Year Three	September	2016	DREAM 2017 workshop proposals due (<i>optional</i>)
	February	2017	DREAM 2017
	March 1	2017	\$75,000 participation fee due
	May/June	2017	Annual Reflection, Interventions Showcase data, and contact update due
September	2017	DREAM 2018 workshop proposals due (<i>optional</i>)	
February	2018	DREAM 2018	