

Dear FIPSE Project Core TA Institutional Partners:

On October 1, 2004, the three-year project now tagged the *Community Health Worker National Education Collaborative* (CHW-NEC) officially began with funding from the U.S. Department of Education's Fund for the Improvement of Postsecondary Education.

While there is much to put in motion for the new project at this time, we are reaching out to you to inquire about your availability at the end of the year for a Core TA Partners meeting here in Tucson. This will be our initial Project TA Packaging Workshop...it is designed for your institution's participation only so that we can affirm our TA team approach to this initiative. It is not the project workshop that will include all the Adapter Institutions with whom we hope to work over the next three years. That larger workshop will be held in late May or Early June of 2005.

We have a few possible meeting dates in mind for the initial TA Packaging Workshop; please let us know all dates that work for you; please note that we plan to host a dinner the night before the meeting begins the next morning, and we will end midday on day two of the workshop. This means you will need to travel the day before the workshop actually begins. Proposed meeting days are:

Thursday/Friday December 9-10, 2004
Monday/Tuesday December 13-14, 2004
Thursday/Friday December 16-17, 2004

This December Technical Assistance (TA) "Packaging" Workshop will bring together the project's core technical assistance partners with the central project staff, the project evaluator, and the project's Advisory Council Co-Chairs, Yvonne Lacey and Durrel Fox. During this meeting we will review our institutional expert strengths for college responsive CHW curricular /program developments, we will share best practice materials that each core institutional partner will provide at this workshop, we will work to build consensus on Best Practices, and we will develop our technical assistance package and project methodology to effectively support the identified adapter institutions in this initiative. The project will provide funds to support two representatives from each institution who will be involved in supporting the TA process. This support will be for airfare, lodging, and per diem, less those meal functions paid for during the workshop proceedings. We will encourage shared rooming were this is acceptable. While we also encourage you to consider bringing a CHW student to the meeting, our funding is exceptionally limited, so this cannot be supported by the grant funds.

Please let us know if you have questions. Your quick response to this email will be much appreciated so that we can get back to you with confirmed workshop dates ASAP. Don and Lee will select those dates that best work for all the partner institutions...participation in this workshop is critically important to the whole framework of this initiative for the next three years. Don's email address is dproulx@u.arizona.edu and Lee's email address is Lee.Rosenthal@chw-nec.org

We are excited about this new National Community of Practice Initiative and our work with you and the adapter institutions designated for this project,

Sincerely,

Don Proulx and Lee Rosenthal, Project Co-Directors
Arizona FIPSE Project
1830 E. Broadway Blvd., Suite 136
Tucson, AZ 85719-5968
(520) 629-4300 Ext. 122