

**Timeline and Responsibilities for First Year Honors Program
for 2013-2014 Cohort**

Date	Task	Who does what?
Summer 2012	Decide on target cohort & which Colleges will participate	Director, Provosts
Summer 2012	Advertise Honors program, update web site, provide information during college tours	Admissions, PM
Nov 2012	Assess interest in Honors on UCSC application	Admissions
Feb 2013	Finalize budget	Director, VPDUE
Feb-Mar 2013	Decide on 2014 Winter Seminars & invite instructors	Director, Provosts
Mar 2013	Submit Winter Seminars to CEP for approval	PM
Mar 2013	Decide on criteria for being invited to join Honors & send invitations	CAFA, Admissions, Director
Apr 2013	Chancellor's Reception & other outreach to Honors invites	Everyone
May 2013	Tally acceptances & distribute among colleges	Admissions, Director, Colleges
May 2013	Confirm housing arrangements	Colleges, PM
May 2013	Letters from Director & Provosts to students	Director, Provosts
June-July 2013	Confirm Fall Core instructors & any special summer assignments	Colleges
July 2013	Notify students of any special summer assignments	Colleges
July 2013	Special session at orientation	PM, Provosts
Sept 2013	Finalize advising arrangements; students meet with college advisors	PM, UE, Colleges
Sept 2013	Orientation welcome week	Director, Colleges
Oct-Dec 2013	Fall Core & other events for Honors students	Colleges
Oct-Dec 2013	Schedule speakers for Spring Research Talks	Director, PM
Jan-Mar 2014	Winter Seminars	Colleges & invited instructors
Apr 2014	Review Winter Seminars & assess student performance	Director, PM
Apr-June 2014	Spring Research Talks	Director & invited speakers
June-July 2014	Evaluate Honors program & student performance	Director, Provosts, PM
Oct 2014	Annual report to CAFA and CEP on 2013-14 Honors, including recommendations for changes	Director