

Engineering Week Plan of Action

Prepared by Dr. Garrett
January 20, 2015

Below is an outline of the activities and responsible parties for Engineering Week. As you read, you will notice that the scope has changed to allow a more succinct plan of activities for the initial Engineering Week at Atlanta Technical College. Since February 23-27 is midterm week at Atlanta Technical College, this will reduce the impact on daily activities of those involved and increase the likely of a successful event. It is advised that all faculty involved do not schedule a midterm on Wednesday, February 25, 2015.

Description of Activity	Responsible Person(s)
1. Initiate paperwork with Ms. Dessie Hall for food sponsorship from the Student Government Association (SGA).	Dr. Afuwape has provided Ms. Aileen Morris with the request forms.
2. Finalize the Engineering Week schedule. Proposed schedule consists of: a. Monday, Feb. 23 rd : Road Show in the Library b. Tuesday, Feb. 24 th : Road Show in the Adult Education building c. Wednesday, Feb. 25 th : Engineering Showcase from 10am-1pm d. Thursday, Feb. 26 th : Engineering Information at the ATC Health Fair e. Friday, Feb. 27 th : Social Media Broadcast	Mrs. Terreta Rodgers is finalizing the flyers and will disseminate once completed.
3. Identify and order Engineering related mementos to distribute to attendees. Other items that will also	Mrs. Rodgers and Ms. Aileen Morris

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<p>be needed: Engineering brochures, banners, balloons, etc. These items can also be distributed to local STEM schools during Engineering Week as Informational Toolkits for prospective students.</p>	
<p>4. Road shows on Feb. 23-24 have been incorporated in the week of activities. This will consist of information pertaining to the ATC Engineering programs being discussed and distributed to students in 2 locations:</p> <ul style="list-style-type: none"> a. Adult Education: Ms. Tillman and her team are asked to designate a location in the Adult Ed building for the Achievement Coaches. In addition, students in the Adult Ed building should be encouraged to visit the Engineering booth to learn more about the ATC Engineering programs. b. Library: Mrs. Bussey and her team are asked to designate a location in the Library building for the Achievement Coaches. 	<p>Mr. P.W. Reed Mr. Thomas Peoples Mr. Johnson (Recruiting Consultant) Ms. Audra Tillman Mr. Ron Mack Mr. Steve Mallard Mrs. Tosha Bussey</p>
<p>5. Dr. Garrett has contacted Hapeville Charter School & Academy to invite 25-50 STEM students. Once the communication flyer from Marketing has been distributed, Dr. Gary Martin (Hapeville Charter School & Academy board member) will assist in the recruiting effort of students to attend on Wednesday, Feb. 25th. This information will be passed along to the Achievement Coaches, which will</p>	<p>Mr. P.W. Reed Mr. Thomas Peoples Mr. Johnson (Recruiting Consultant)</p>

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allow them to work with Recruiting Consultant to finalize this effort.	
6. Develop a flowchart of the pathway programs to depict how they feed into Engineering. This will be included in the Engineering Toolkits that attendees will receive.	Mr. P.W. Reed Mr. Thomas Peoples Mr. Johnson (Recruiting Consultant)
7. Reserve the auditorium for Wednesday, Feb. 25 th . This will allow for a centralized location for our external student attendees. In addition, any vendor demonstrations can be held in this location.	Ms. Aileen Morris
8. Contact the 3D printing Vendor to invite to do 3D demonstrations.	Mr. P.W. Reed Mr. Thomas Peoples Dr. Afuwape
9. Bring students from drafting, adult education, and electrical programs to the Engineering lab. Please incorporate this activity into your class planning for Wednesday, Feb. 25 th .	Ms. Dreem Penn Mr. Maurice Passmore Ms. Audra Tillman Dr. Afuwape Mr. Roy Barnes
10. Tentative Agenda for Wednesday, Feb. 25 th : <ul style="list-style-type: none"> • ATC Stackable Pathways (5-10 minutes during • Demonstrations in the following areas (20-35 minutes each): <ul style="list-style-type: none"> a. Drafting, b. Electronics, c. Engineering simulation lab, d. 3D printing tours (utilize the auditorium for this demonstration during the last session and before refreshments are given.) 	Everyone to review

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11. Set up Engineering Informational booth at the Health Fair on Thursday, Feb. 26 th . Contact Dr. Deborah Johnson-Blake for booth logistics.	Mr. P.W. Reed Mr. Thomas Peoples