

Project Export
Strategic Plan Goals and Objectives
ADMINISTRATIVE CORE Logic Model

Vision statement Administrative Core

The Administrative Core will receive additional funding to coordinate research, education, training, and outreach activities between our two campuses related to reducing health disparities. Joint, regularly scheduled meetings with key faculty and staff occur on both campuses. Selected faculty and staff participating in successful projects have joint appointments in both institutions. Many of the ongoing functions related to successful grant writing are institutionalized.

Objective 1 (measurable/timeline): Coordinate interaction between Outreach, Research, Pilot, Training and Education (ongoing)

Strategies	Indicator	Activities	Responsible person(s) / entity
Coordinate meetings of steering committee in Year 01 Ingoing for following years	Minutes of meetings	<ul style="list-style-type: none"> • Establish monthly meeting date and time • Share minutes across institutions 	<ul style="list-style-type: none"> • S. Slaughter • J. Walker • B. Egan • M. Laken • J. Jones
Coordinate meetings of Community Advisory Committee beginning Year 02	Minutes of meetings	<ul style="list-style-type: none"> • Establish biannual meeting of Community Advisory Committee 	<ul style="list-style-type: none"> • J. Walker • S. Slaughter • M. Laken • J. Jones
Create a culture of collaboration through structured meetings across institutions.	<ul style="list-style-type: none"> • Minutes of meetings • Scores on collaboration 	<ul style="list-style-type: none"> • Meetings among EXPORT staff and Tom Gordon • Coordinate 3 meetings year 02 	<ul style="list-style-type: none"> • S. Slaughter • J. Walker • T. Gordon • M. Laken • J. Jones

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Objective 2 (measurable/timeline): Establish plan for long-term sustainability by end of year 02

Strategies	Indicator	Activities	Responsible person(s) / entity
Conduct strategic planning process beginning Year 02	<ul style="list-style-type: none"> • Strategic plan • New grants written • Business partners 	<ul style="list-style-type: none"> • Steering committee meets to structure strategic planning objectives 	<ul style="list-style-type: none"> • S. Slaughter • J. Walker • M. Laken • J. Jones • Core Directors
		<ul style="list-style-type: none"> • Use Cores to develop components of the plan 	<ul style="list-style-type: none"> • M. Laken • J. Jones

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Objective 3 (measurable/timeline): Administer Center budgets and provide fiscal oversight at both institutions beginning mid-year 01

Strategies	Indicator	Activities	Responsible person(s) / entity
Establish a model budget monitoring system at MUSC Year 01	<ul style="list-style-type: none"> • Accurate monthly reports to Core Directors 	<ul style="list-style-type: none"> • Work with Gerry Garza to implement UMS System • Train Joan Bonaparte in UMS System 	<ul style="list-style-type: none"> • M. Laken • G. Garza • J. Bonaparte • Core Directors • J. Jones
SCSU and MUSC collaborate on a budget monitoring system Year 01	<ul style="list-style-type: none"> • Accurate monthly reports 	<ul style="list-style-type: none"> • SCSU and MUSC share budget systems • Grants Accounting representatives from MUSC and SCSU work together on reporting systems 	<ul style="list-style-type: none"> • M. Laken • S. Slaughter • J. Walker • Sharon Wade-Byrd • Cathy Owens • J. Bonaparte • Valerie Chestnut
Develop an integrated budget reporting system for the annual report Year 01	<ul style="list-style-type: none"> • Complete, accurate annual report submitted on time • Pass external audit 	<ul style="list-style-type: none"> • Steering committee meets to develop reporting criteria 	<ul style="list-style-type: none"> • J. Walker • S. Slaughter • M. Laken • J. Jones
Implement integrated budget reporting system in year 02	<ul style="list-style-type: none"> • Use of similar or complimentary budget reporting software 	<ul style="list-style-type: none"> • Staff from Grants and Contract Accounting to interact between institutions 	<ul style="list-style-type: none"> • S. Slaughter • J. Walker • M. Laken • J. Jones

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Objective 4 (measurable/timeline): Evaluate impact and effectiveness of the Center in achieving its goals and objectives beginning Mid-year 01

Strategies	Indicator	Activities	Responsible person / entity
Establish Logic Models for each core. Year 01	Models completed	<ul style="list-style-type: none"> • Work with core directors to prepare logic models 	<ul style="list-style-type: none"> • M. Laken
Evaluate extent to which institutions are collaborating. Years 2-5	Scores on collaboration index	<ul style="list-style-type: none"> • Conduct focus group discussions • Interview members with Likert-type questions 	<ul style="list-style-type: none"> • M. Laken • J. Jones • T. Gordon
Promote cultural competence of faculty and students. Years 2-5.	Scores on cultural competence instrument	<ul style="list-style-type: none"> • Conduct focus group re: cultural competence • Utilization of diversity report produced by MUSC Office of Diversity (Thaddeus Bell, MD) 	<ul style="list-style-type: none"> • J. Walker • M. Laken • J. Jones
Evaluate social capital. Years 2-5.	Report on how local entities use Export to address Metabolic Syndrome Scores	<ul style="list-style-type: none"> • Identify local entities • Conduct focus groups on use of information on Metabolic Syndrome • Maintain log of requests for information & programs related to Metabolic Syndrome • Evaluate specific activities • Conduct focus groups regarding current needs of community • Develop instruction guide to coordinate focus groups at both institutions 	<ul style="list-style-type: none"> • J. Walker • M. Laken • J. Jones

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Objective 5 (measurable/timeline): Integrate the center with other Export Centers, NCMHA, and local projects designed to reduce health disparities beginning in year 01

Strategies	Indicator	Activities	Responsible person(s) / entity
Identify other entities locally and in neighboring states with activities related to reducing health disparities and establish collaborative relationships. Year 01 and ongoing.	<ul style="list-style-type: none"> • Minutes of meetings • Attendance at annual NCMHD meeting • New collaborative relationships 	<ul style="list-style-type: none"> • Collaborate with Exceed, Reach 2010, and other MUSC projects to reduce health disparities • Collaborate with 1890 Institute at SCSU and other SCSU projects to reduce health disparities • Identify programs in neighboring states and link our activities with theirs 	<ul style="list-style-type: none"> • S. Slaughter • J. Walker • B. Egan • M. Laken
When NCMHD establishes the precedent for such relationships, develop linkages with Morehouse College/School of Medicine or other HBCU's	<ul style="list-style-type: none"> • Correspondence/conversations with staff of EXPORT programs at HBCU's • Visits to HBCU's 	<ul style="list-style-type: none"> • Assess other HBCU's • Establish relationships around the Metabolic Syndrome where none previously existed 	<ul style="list-style-type: none"> • J. Walker

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Objective 6 (measurable/timeline): Enhance visibility of the Center (ongoing)

Strategies	Indicator	Activities	Responsible person(s) / entity
Identify existing and new websites to promote EXPORT in Year 01	<ul style="list-style-type: none"> • SCIway • New Center website 	<ul style="list-style-type: none"> • Send information about EXPORT to SCIway • Establish EXPORT website and link with SCIway 	<ul style="list-style-type: none"> • D. Rivers • M. Laken
Use the media to promote EXPORT beginning in Year 01.	<ul style="list-style-type: none"> • Media exposure amount 	<ul style="list-style-type: none"> • Establish contacts with media • Promote Export (create 2 posters) at local events covered by media. • Utilize radio station at SCSU 	<ul style="list-style-type: none"> • PR Directors of SCSU and MUSC • S. Slaughter • J. Walker • D. Rivers • M. Laken
Develop and promote asset maps in Year 02	<ul style="list-style-type: none"> • Asset maps printed and on website • Distribution of maps 	<ul style="list-style-type: none"> • Geo-code outreach activities • Prepare asset maps • Develop plan to distribute maps • Place maps on website 	<ul style="list-style-type: none"> • D. Rivers • J. Walker • M. Laken
Publish articles and make presentations beginning in Year 02	<ul style="list-style-type: none"> • Publications • Abstracts 	<ul style="list-style-type: none"> • Submit abstracts and articles 	<ul style="list-style-type: none"> • PI(s) • Core Directors & co-directors • Staff • Students • Investigators