Directions: UPDATE this worksheet (electronic) for each College Action Project. Email to Donna at dkragt@grcc.edu

1. Give a short identifying title (under 10 words) to this Action Project. (NOTE: Consider changing the title to directly relate to student success) - Improve student success through the implementation of an ePortfolio system to track, publish, and showcase student academic, personal, leadership, and professional accomplishments.

2. Project Champion: Eric Mullen

3. CAP Team Members: Mursalata Muhammad, Art Johnson, Wanda Ferrer, Chaka White, and Seth York

4. Describe the purpose of this project including a description of the associated activities. (100 words or fewer) - The portfolio will expand the transcript to tell the complete story of the student experience. This record will allow the students to present a portfolio of their academic, leadership, service and professional experiences to 4-year institutions, potential employers, scholarships committees, internships, etc.

5. Describe the goals of this Action Project (in 100 words or fewer)
   a. Investigate existing portfolio systems or other freeware programs (e.g., Orgsync, BlackBoard, WordPress, Wikispaces, etc.)
   b. Select a system that best serves the needs of our students
   c. Implement use of the portfolio system in all co-curricular and service learning experiences, and via appropriate courses (CLS 100, gateway courses, etc.)
   d. Develop campus wide marketing program (for both students and faculty)
   e. Develop faculty training and resource guide to incorporate into courses

6. Attach summaries of data collected to date. What is this data telling us?
   a. To date we have had a small team of students investigate various ePortfolio systems – their feedback did not identify an ideal solution. However, there was positive feedback and interest to support OrgSync as the system to use based on ease of use, current integration with campus involvement opportunities, and ability to take the portfolio with them after leaving GRCC
   b. No other data has been collected yet. Our plan was to hold a focus group with both faculty and community employers to determine best practices and uses of such a system

7. What additional resources will be required to develop and/or sustain the project?

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th>Explanation (one time or recurring)</th>
<th>Which budget will cover these costs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$1,000</td>
<td>One time – marketing materials</td>
<td>May need to request funds through SLT process</td>
</tr>
</tbody>
</table>

SLT – July 2012
Training

Unknown – should be able to be implemented w/ existing resources

- Faculty and students will need to learn to use the tool selected
- Multiple delivery methods (face-to-face, multimedia)
- Incorporate into student orientation, CLS

Equipment

Personnel

TOTAL Cost Estimate

8. Will this project require any additional budget dollars for the 2012-2013 academic year that have not already been secured? ___NO X Yes

If yes, please describe briefly: This has not been decided – but there could be some funding needed for marketing and training materials.

9. Is this project dependent on or related to any other college action project? (Please explain) No

10. Project Worksheet and Timeline (Table to include both work already accomplished and work scheduled)

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned to:</th>
<th>Date Due</th>
<th>Actions to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine solution of choice</td>
<td>CAP Work Team</td>
<td>October 2012</td>
<td>Reviewed various solutions, and evaluated each solution based on desired attributes</td>
</tr>
<tr>
<td>Develop implementation, marketing, and evaluation plan</td>
<td>CAP Work Team</td>
<td>November 2012</td>
<td></td>
</tr>
<tr>
<td>Integrate in CLS 100 curriculum through faculty training program</td>
<td>CAP Work Team &amp; Associate Dean of Advising and Retention Services</td>
<td>May 2013</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Assigned to:</td>
<td>Date Due</td>
<td>Actions to Date</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>Implementation</td>
<td>TBD</td>
<td>September 2013</td>
<td></td>
</tr>
<tr>
<td>Evaluation</td>
<td>TBD</td>
<td>December 2013</td>
<td></td>
</tr>
</tbody>
</table>

NOTES: