

## College Action Project Worksheet for NEW CAP Projects – March 2015 Update

**CAP: CAP #1.3.4: Support a leadership development program (Alpha Beta Omega) to support the success of the College's most challenged students (HLC P & C project).**

- Increase student participation
- Increase persistence and completion rates for students participating in the program

### CAP Champions:

- 1) Chris Sain
- 2) Andre Fields
- 3) Eric Williams

### Proposed CAP Team Members:

- 1) David Selmon (Lakeshore Campus Dir.)
- 2) Andre Fields (Counselor/Advisor)
- 3) Ennis Young (Faculty)
- 4) Philip Greene (Program Manager)
- 5) Oscar Neal (Faculty)
- 6) Mansfield Matthewson (Dir. Of Purchasing)
- 7) Geoffrey Beene (Success Coach)
- 8) Chris Sain (Retention Coordinator)
- 9) Rhondo Cooper (Dir. Of Upward Bound)
- 10) Eric Williams (Exec. Dir. Of Equity Affairs)

1. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

*The purpose of this project is to enhance and expand the structure and functioning of the ABO model. This project will utilize both an empirical and theoretical approach to accomplish its agenda. This project will also place a deliberate focus on increasing institutional awareness, support and engagement with the ABO program.*

2. Describe the **goals** of this Action Project (in 100 words or fewer)

- **Goal #1:** The development and integration of a psychosocial assessment battery into the ABO process for identifying its highest risk student.
  - **Goal #2:** Train academic advisors to use identified best practices for counseling and advising ABO students.
  - **Goal #3:** The development an expanded collaboration with tutoring services. This process will include specialized teaching and tutoring methods.
  - **Goal #4:** The development of a enhance collaboration with the college success center.
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- **Goal#5:** development of a pipeline that connects ABO students to internship and work opportunities.

What **measurable criteria** will be used to determine this project's success?

- *Criteria #1: The development and implementation of a psychosocial battery for identifying the varying risk levels of ABO students.*
- *Criteria #2: The development and implementation of a success coaching curriculum based upon the findings of the implemented psychosocial battery.*
- *Criteria #3: The implementation of both an orientation and workshop for new coaches.*
- *Criteria #4: Increased number of internship and employment opportunities for ABO students.*
- *Criteria #5: The establishment of an empirically proven tutoring module.*
- *Criteria #6: The establishment of an enhanced collaboration with the college success center.*

3. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- *This project will directly impact the successful course completion rates of ABO students in both developmental and college level courses.*
- *This project will directly impact the Fall to Fall retention rates of ABO students.*
- *This project will directly impact the graduation rates of ABO students.*

4. What **personnel resources** will be required to deliver the project successfully?

- *Collaboration with the previously mentioned academic departments, the Counseling and Career Center and the GRCC Institutional Research Board.*
- *This project will require an assistant program coordinator to assist with the day to day operations of successfully managing the program.*

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

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies	\$500.00	Student tutoring supplies	Equity Affairs
Training	No cost		Equity Affairs
3 Computers	\$3,000.00	Raider Card Scanner for tutoring room	???
Other			
TOTAL Cost Estimate	\$3,500.00		Equity Affairs and ???

6. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured?        X   NO                             Yes

If yes, please describe briefly:

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7. Provide a 3-month work plan for this project:

(Please note that "Criteria" is directly related to the "Measurable Criteria" in number 3 above or the "Indicators of Success" in number 4 above.)

Month	Activity	Criteria	Champ	Status
July, 2014	<ul style="list-style-type: none"> <li>Send invitations to join CAP team.</li> </ul>	#2	Andre	Done
	<ul style="list-style-type: none"> <li>Set date for coach orientation in early September</li> </ul>	#2	Andre & Eric	Done
	<ul style="list-style-type: none"> <li>Establish psychosocial assessment battery.</li> </ul>	#1	Andre	Not Done-(moved to Dec.)
August, 2014	<ul style="list-style-type: none"> <li>Develop orientation model for coaches.</li> </ul>	#2	Andre	Done
	<ul style="list-style-type: none"> <li>Hold first CAP team meeting to review goals.</li> </ul>	Indicators of Success	Eric & Andre	Done-10/13
September, 2014	<ul style="list-style-type: none"> <li>Conduct orientation for coaches using new model.</li> </ul>	# 2	Andre	Done-9/19. Training materials available.
	<ul style="list-style-type: none"> <li>Review progress of collaborative with College Success Center</li> </ul>	#6	Eric, Andre, Geoffrey	Done 9/10 and 10/13
	<ul style="list-style-type: none"> <li>Development of a empirically based model for providing tutoring services</li> </ul>	#5	Andre, Don Van Oeveren & Breanna Cook, & Eric	Met 9/3 and 10/30
October, 2014	<ul style="list-style-type: none"> <li>Begin meetings with area corporations to construct a pipeline to employment, sponsorship and coaching opportunities</li> </ul>	#4	Eric, Andre, Chris	On-going (Met w/8 since August. Presentation powerpoint available.
	<ul style="list-style-type: none"> <li>Review of # of undeclared majors. 68 of 76 students had declared majors. We will meet with the remainder in November seeking 100% compliance.</li> </ul>	Indicators of Success	Eric Andre Chris	Done-Over 90% declared majors. Working with 10% in Nov.
	<ul style="list-style-type: none"> <li>Visit University of Michigan and Davenport University with students to encourage graduation and transfer to 4-year schools.</li> </ul>	Indicators of Success	Andre/Terry Bostick/TRiO	Done-19 students visited Davenport and 12 to U of M (pictures available)
November, 2014	<ul style="list-style-type: none"> <li>Present advising model to counseling staff. This model seeks to enroll students in pre-determined courses based on student major and developmental requirements.</li> </ul>	#2	Andre/ Chris Sain	In process

	<ul style="list-style-type: none"> <li>Recruit GVSU Grad student to assist with data collection</li> <li>Conduct training for counseling staff</li> <li>Review progress of collaborative with college success center.</li> <li>Hold Convocation for ABO at Varnum Law with Dr. Damon Arnold for motivational keynote speech</li> </ul>	<p>Indicators of Success</p> <p>#1</p> <p>#6</p> <p>Indicators of Success</p>	<p>Eric/Andre</p> <p>Andre/ Chris Sain</p> <p>Andre, Geoffrey and Eric</p> <p>Eric/Andre</p>	<p><b>Done. w/tutor and IRB</b></p> <p>In Process</p> <p>Next mtg. set on 11/6</p> <p><b>Done. Over 50 students attended w/Dr. D. Arnold as speaker.</b></p>
December, 2014	<ul style="list-style-type: none"> <li>Draft Kellogg Grant for Program to expand program goals and outcomes</li> <li>Establish psychosocial assessment battery.</li> <li>Collect student success and Fall to Winter persistence rates</li> <li>Held focus group with 15 students to determine why course success data declined</li> </ul>	<p>Indicators of Success</p> <p>#1</p> <p>Indicators of Success</p> <p>Indicators of Success</p>	<p>Eric/J. Larsen</p> <p>Andre</p> <p>Eric</p> <p>Andre, Chris, Eric</p>	<p>Meeting w/Dr. Ender <b>set for 2/13</b> to discuss Kellogg opportunity.</p> <p><b>Not funded by SLT Project refocused.</b></p> <p><b>Done: Results attached</b></p> <p><b>Done: results attached</b></p>
January, 2015	<ul style="list-style-type: none"> <li>Data collection via psychosocial assessment battery.</li> <li>Provide orientation for new students</li> <li>Provide orientation for new corporate success coaches</li> <li>Work with GVSU grad research student on ABO success data collection</li> </ul>	<p>#1</p> <p>Indicators of Success</p> <p>#2</p> <p>Indicators of Success</p>	<p>Andre</p> <p>Andre</p> <p>Andre/Eric</p> <p>Eric /Breanna Cook (tutor)</p>	<p><b>Project refocused for lack of funding</b></p> <p><b>Done for 5 new students WI 2015</b></p> <p>Project just started in January 2015</p> <p><b>Done. Results attached</b></p>
February, 2015	<ul style="list-style-type: none"> <li>Analysis of data collected from psychosocial assessment battery.</li> <li>Submit Kellogg Grant</li> </ul>	<p>#1</p> <p>Indicators of Success</p>	<p>Andre</p> <p>Eric/J. Larsen</p>	<p><b>Project refocused for lack of funding. Will be using data from M2C3 project. See attached info.</b></p>
March, 2015	<ul style="list-style-type: none"> <li>Draft preliminary report from assessment battery data collection</li> <li>Register students for Summer courses</li> </ul>	<p>#1</p> <p>Indicators of Success</p>	<p>Andre/Eric</p> <p>Counselors</p>	<p><b>Initial project dropped for lack of funding. Will join M2C3 project.</b></p>
April, 2015	<ul style="list-style-type: none"> <li>Collect successful course completion data and graduation</li> </ul>	<p>Indicators of Success</p>	<p>Andre/Eric</p>	

	<p>rate</p> <ul style="list-style-type: none"> <li>• Draft year-end final report and Dyer-Ives Foundation final report</li> <li>• Review # of part-time jobs for students and with what companies</li> </ul>	<p>Indicators of Success</p> <p>#4</p>	<p>Eric</p> <p>Eric</p>	
May, 2015	<ul style="list-style-type: none"> <li>• Host Thank-You for corporate coaches</li> </ul>	#2	Eric	
June, 2015	<ul style="list-style-type: none"> <li>• Begin recruitment for Fall 2015 new members; confirm orientation schedule for ABO advisory members</li> </ul>	Indicators of Success	ABO Advisory Team	
July, 2015	<ul style="list-style-type: none"> <li>• Hold planning meeting with Advisory Team on next year's goals</li> </ul>	Indicators of Success	Advisory Team	