

College Action Project Worksheet for NEW CAP Projects – Sept 2014

CAP: 2.1.1 Construct core competencies in workforce development

Champion: Julie Parks

1. Proposed CAP Team Members:
Julie Bera (Dental), Katie Daniels (Curriculum) John Doane (Construction), Kelsey Hardin (Talent 2025 Program Mgr), Stacey Heisler (Counseling), Steve Henkelman (CNC), Scott Mattson (Job Training), Brandon Sinclair (Student), Thomas Street (Electronics), LuAnne Wedge (Student Employment), John VanElst (Kellogg Grant),
2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)
To identify what workforce (employability) skills standards GRCC is currently teaching compared to the skills employers require and to close any gaps between the two.
3. Describe the **goals** of this Action Project (in 100 words or fewer)
Identify workforce skill standards for occupational programs identified at GRCC with employer requirements and align those skills with institutional learning outcomes. This CAP will be aligned with 2.1.2 schedule to ensure GRCC skills are aligned with the job market.
4. What **measureable criteria** will be used to determine this project's success?
 - a. Number of department/areas for review and schedule develop aligned to program review schedule. (Identification of specific areas or departments)
 - b. Number of employability skills taught and in what classes
 - c. Employer satisfaction with employability skills obtained by students. Student satisfaction as measured by CCSSE survey questions related to employment and skills.
 - b. 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 indirectly impact the percentage of GRCC career graduates who are employed in their field of study. This project will indirectly effect Perkins indicators 1P1.

- c. What **personnel resources** will be required to deliver the project successfully?
Faculty time with employers to ensure our workforce skill standards are aligned with employer needs and with our institutional learning outcomes.
IRP staff time to deliver information from labor market data sources.
Curriculum team's time to participate in the work to ensure alignment with institutional learning outcomes.
IRP to help with employer survey creation.
Training for faculty and ESPs.

- d. What **additional resources** will be required to develop and/or sustain the project?
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Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies/printing	\$3,500.00	Printing materials for discussions. Production of pamphlets or visuals for student use and employers information on workforce skills at GRCC	SLT Request
Training	\$3,600.00	Facilitator and staff time for training or professional development needed to add skills to curriculum.	SLT Request
Equipment/ Software			
Other: Travel (mileage costs for employer meetings). Meeting Refreshments for employers/faculty participating.	\$5,500.00	Travel to employer sites to see workplace skills in action. Travel for professional development related to workforce skills integration into curriculum Coffee, soft drinks for employer HR leader meetings over the next year.	SLT Request
TOTAL Cost Estimate	\$12,600		

e. 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:

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

Month	Activity	Person Responsible
July, 2014	Secure commitments of team members.	Julie Parks
August, 2014	IRP gathers information from EMSI and Burning Glass on workforce skills Team meets to organize and create sub-groups for working	Mark Champion, Julie Parks Julie Parks

September, 2014	Plan for priorities and schedule set. Meeting with Talent 2025 HR leaders on workforce skill needs. Validate information gathered from IRP Sub-teams gather information from Curriculog, CARP data for analysis.	Julie Parks, Fiona Hert, Kevin Stotts Sub-team leaders
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