

College Action Project Worksheet for NEW CAP Projects –August 2015 Update

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), Mark Champion (IRP), Deb Lyzenga (Michigan Works), Ryan Gimarc (Talent 2025).

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

Identify process to gather and validate employability skills needs with local employers and organizations in west Michigan. Ensure those employability skill standards align with College ILOs. Identify process by which those skills are integrated into regular program curriculum (through program review, etc.) so this becomes a standard part of our review processes.

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

Year 2 - Create method or process by which employability skills needs are integrated into GRCC curriculum processes and updates.

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

- a. Process created for gathering & validating employer employability skill needs (align with CAP 2.1.1)
- b. Process created for ensuring employability skills are integrated into program curriculum and College ILOs. (Align with CAP 1.4)
- c. Number of programs engaging in program review that includes ILO/employability skills

5. Please provide the results of your lead measures to date (either tables or charts)

of Employers or organizations engaged in employability skills feedback - 42

Processes created for ensure skills integration into curriculum – 0

Number of programs engaged in program review that included employability skills – 2

Employer satisfaction with employability skills obtained by students (lagging measure)

Results of employer survey of Job Training graduates from 2015 – Due in Nov.

Student satisfaction as measured by CCSSE survey questions related to employment and skills (lagging measure) - TBD

6. 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.

7. 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.
8. 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?
Training	\$3,600.00	Facilitator and staff time for training or professional development needed to add skills to curriculum.	SLT Request
TOTAL Cost Estimate	\$3,600.00		

9. Will this project require any **additional budget dollars** for the 2015-16 academic year that have not already been secured? _X_NO _Yes

If yes, please describe briefly:

10. Please provide an update for the activities described in your spring report:

Month	Activity	Person Responsible	Current Status
July, 2014	Secure commitments of team members. COMPLETED	Julie Parks	Completed
August, 2014	IRP gathers information from EMSI and Burning Glass on workforce	Mark Champion, Julie Parks Julie Parks	Completed

	skills Team meets to organize and create sub-groups for working COMPLETED		
September, 2014	Plan for priorities and schedule set. COMPLETED	Julie Parks, Fiona Hert, Kevin Stotts Sub-team leaders	Completed

October, 2014	Sub-teams gather information from Curriculog, CARP data for analysis. – ISSUES with Information Develop employer survey questions – Moved to January	Sub-team leaders Entire work team	Unable to complete. Documentation not available as directly related to employability skills
November, 2014	Meet with two departments for initial focus (IT, Manufacturing) – COMPLETED Meeting with Talent 2025 HR leaders on workforce skill needs. Validate information gathered from IRP Send out employer survey MET WITH TALENT 2025 WORKGROUP	Julie Parks Kevin Stotts, Julie Parks	Completed. CIS (added to new courses and part of program). Job Training – piloted employability skills training.
December, 2014	Sub-committees with first two departments pull out employability skills from CARP (ILOs). NOT ABLE TO GET FROM CARP DOCUMENTS.	Sub-team leaders	Not able to get from CARP documents focused on work with K. Daniels and program review team for CIS.
January, 2015	Combine employer survey feedback and	Luanne Keiser (IT)	Survey sent in March 2015 with partners Innovate-Educate.

	<p>CARP ILOs. Meet with departments to review gaps and brainstorm possible solutions.</p> <p>SURVEY SENT OUT WITH INNOVATIVE EDUCATE AND JOBS FOR FUTURE.</p> <p>Employability skills pilot started in the Job Training Area</p>	<p>John Donath(Manf) Julie Parks</p> <p>Scott Mattson Julie Parks</p>	
February, 2015	<p>Begin solutions implementation plan for employability skills for two programs. – CURRENTLY ONGOING</p>	<p>Katie Daniels Faculty Subcommittee</p>	<p>Completed for CIS new programs and certifications.</p>
March, 2015	<p>Survey sent 3/4/2015. Waiting for survey results.</p>	<p>Talent 2025 Julie Parks</p>	<p>Sent</p>
April, 2015	<p>Review survey results. Review employer feedback on Job Training Employability skills pilot. Need to find solution to discovery of employability skills being taught. New CIS curriculum discussion has provided some information for that department. Need to decide how we can scale this effort up.</p>	<p>Entire team. Led by Kelsey Hardin of Talent 2025</p>	<p>Survey results delayed until June from partners in order to get better response.</p>
May, 2015	<p>Employer discussion and feedback on solutions and implementation. - Report on results and implementation plan. Coordinate</p>	<p>Julie Parks Mark Champion</p>	<p>Focus groups set up for summer 2015 with Talent 2025, West Michigan Talent Demand (as part of demand report data that Mark and Julie participated in gathering) and the Right Place.</p>

	with CAP 2.1.2 (Labor demand) on next areas of focus		
June, 2015	Gather information from employers in sectors picked. Gather information from CARPs and program review for those areas for round 2 work	Julie Parks	Focus group invitations sent by Kevin Stotts for July. M-CAM evaluators sat in employability skills classes and ran student focus group to get feedback on employability skills.
July, 2015	Write detailed plan for Fall 2015 ramp up of employability program and decision on the Job Training pilot.	Julie Parks	Met with JT faculty and curriculum team to review employability skills schedule and feedback from students. Our grant (MCAM) evaluators provided report on classes. Data used for determining Fall 2015 steps.

11. Please provide a 12 month workplan for 2015-16:

Month	Activity	Person Responsible
July, 2015	Employer focus groups to review employability data. Manufacturing, Construction	Talent 2025 – Ryan Gimarc, Right Place – Terese Thill, and Julie Parks
August, 2015	Employer focus groups – Energy, agriculture, business/banking, healthcare Team meets to plan 2015-16 work Meet with CAP 1.4 and 2.1.2 leads	Talent 2025 – Ryan Gimarc, Right Place – Terese Thill, and Julie Parks Julie organizes meeting Katie Daniels, Mark Champion, Julie Parks
September, 2015	Team works with CAP 1.4 and 2.1.2 teams to plot recommendation for process or integration into program review process.	Katie Daniels, Mark Champion, John Doane, Tom Street, Julie Parks (Tom and John will be subcommittee leads)
October, 2015	Coordination with Program Review to get data into correct department chairs hands. Year 2 of JT Employability skills program begins	Katie Daniels, John Doane (subcommittee lead), Scott Mattson, Julie Parks. Scott Mattson, John VanElst
November, 2015	Alignment with CAP 2.1.2 Fall report and new updated	Julie Parks, Mark Champion

	employer data	
December, 2015	Provide process changes or recommendations to ProDeans or Deans (TBD)	Julie Parks
January, 2016	Prepare materials for training from employer data (process for doing this created) Training for faculty going through program review process. Presentation to department chairs/program directors in monthly meeting on employability skills work.	Julie Parks, Mark Champion Katie Daniels, John Doane Julie Bera, Tom Street, John Doane, Julie Parks
February, 2016	Review training feedback from faculty. Presentation to Counselors on Employability skills, how it's aligned and processes	Team Stacy Heisler, Julie Parks
March, 2016	Meet with departments working on major curriculum review regarding ILOs (employability)	Katie Daniels, Julie Parks
April, 2016	Start process for gathering data to ensure employability skills are still correct ones	Talent 2025 Representative, Mark Champion, Katie Daniels, Julie Parks
May, 2016	Review curriculum integration processes to see how they worked (survey, discussions with faculty, curriculum team) Next survey sent by Talent 2025 or community partner.	John Doane, Tom Street, Scott Mattson, Katie Daniels, Julie Parks Mark Champion, Julie Parks
June, 2016	Review results and see what additionally needs to happen. The processes created this year revised if needed and presented to ProDeans or Deans (TBD)	Team
July, 2016	Plan for 16-17	

12. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016

August 31, 2 p.m.
September 17, 3 p.m.
October 8, 3 p.m.
November 5, 3 p.m.
November 30, 2:30
January 11, 3 p.m.

February 11, 3:30

March 14, 3:30

April 13, 3:30

May 9, 3:30
