

College Action Project Worksheet for CAP Projects – August 7, 2015 Update for 2015-16 CAP

CAP #2.1.2: Increase the use of labor market information (LMI) and forecasting in GRCC Planning Processes

- Tie current GRCC efforts with West Michigan Talent Demand Report through Talent 2025.
- Use Labor Market Information and environmental scanning to determine emerging occupations and provide the criteria and documentation necessary to explore the possibility of program development.

Champion: **MARK CHAMPION**

1. CAP Team Members: **Heath Chelesvig, Scott Lampe, Amy Koning, Paula Sullivan, Julie Parks, Katie Daniels, Jill Woller-Sullivan, Luann Keizer, Susan Lichtenberg, (Bill Pink).**

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

Last year, this CAP was successful in collecting and disseminating LMI, Job Postings, and Environmental scanning data for the Academic Program Review process and for the newly established Curriculum process. The purpose of this year's CAP is to assure understanding and use of all labor market information and to provide a process that can be used in program review, new program development, and program discontinuation.

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

Goal 1: Develop and recommend the Labor Market Analysis process for the analysis, interpretation, and evaluation, of Labor Market Data for selecting emerging occupations for further study.

Lag Indicator: The process is approved and used by stakeholders to approve or deny approval of a new program.

Goal 2: Build the capacity to understand and use Labor Market Information, Job Postings Information, and related environmental scanning data in the context of Academic Program Review, New Program Development and Program Discontinuation.

Lag Indicator: Stakeholders confirm use of Labor Market Analysis data in the decision making process.

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

Goal 1: Lead indicators

Process is developed by subteam by October 1st, 2015

Process is presented to all Stakeholders by December 31, 2015

Goal 2: Lead Indicator

Deans (Pro-Deans?) have attended a training session by June 1st, 2016
Dept. Heads and Directors have attended a training session by December 31, 2015.
CTE has adopted a training module for Labor Market Analysis Process by June 1st, 2016

- 5. Please provide the results of your lead measures to date (either tables or charts). **(Compelling Scoreboard)**
Something that shows # of people trained and number of people that have used the process to approve, discontinue programs or in the APR process.
- 6. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
 - a. **This project will indirectly affect the percent of GRCC career graduates who are employed in their fields of study by increasing:**
 - i. **the alignment of needed skills within our programs**
 - ii. **the number programs that better prepare a skilled workforce for West Michigan.**
- 7. What **personnel resources** will be required to deliver the project successfully?
Assistance of Deans and Associate Deans in implementing processes.
Faculty that will use the new processes.
- 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?
Supplies			
Training	\$500	Cost for one IRP Staff to take EMSI Analyst Certification	SLT
Equipment/Software			
Other			
TOTAL Cost Estimate	\$500		

9. Will this project require any **additional budget dollars** for the 2015-2016 academic year that have not already been secured? ___ NO ___ Yes

If yes, please describe briefly: **Funding for EMSI Analyst and Career Coach; and Burning Glass Labor Insight/Jobs has been secured.**

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

11. Please provide an update on the activities described in your spring report:

Month	Activity	Person Responsible	Current Status
July, 2014	Provide LMI for 3 Curriculog Pilot Certificates for SICE	Mark Champion Katie Daniels Dan Gendler	Met
	Work with Talent 2025 on Regional Talent Report	Mark Champion Julie Parks	Met
August, 2014	Provide LMI for 3 Curriculog Pilot Certificates for SICE	Mark Champion Katie Daniels Dan Gendler	Met
	Work with Talent 2025 on Regional Talent Report	Mark Champion Julie Parks	Met
	Develop draft process to identify emerging occupations through the use of LMI and related tools.	Mark Champion Amy Koning Paula Sullivan Jill Woller-Sullivan Julie Parks,	Not Met
September, 2014	Develop criteria for initiating program development around emerging occupations.	Mark Champion Amy Koning Paula Sullivan Jill Woller-Sullivan Julie Parks, Luann Keizer	Not Met
	Work on LMI and Environmental Scanning	Mark Champion Heath Chelesvig Katie Daniels	Met

	Data for Program Review Process Enter LMI and Job Postings information in Curriculog for several Occupational Programs	Mark Champion	Met
October, 2014	Resubmit LMI and Job Postings information for Computer User Support Specialist program in Curriculog. Work on LMI information for APR programs Revise and Submit CAP Proposal by October 15 Share proposal Revised CAP with Sub Team Add Job Postings Analytics from EMSI to tool kit for gathering LMI and Job Postings Information. Enter LMI and Job Postings information in Curriculog for several Occupational Programs	Luann Keizer Mark Champion Katie Daniels Anne Meilof Mark Champion Mark Champion Mark Champion Mark Champion	Met Met Met Met Met
November, 2014	Finish LMI Tables for APR Share Talent 2025 Report with School of Workforce Development and other stakeholders Enter LMI and Job Postings information in Curriculog for several Occupational Programs	Katie Daniels Anne Meilof Mark Champion Mark Champion Julie Parks Mark Champion	Met Met Met

December, 2014	Attend and present LMI at APR Kick-Off Meetings	Mark Champion Katie Daniels	Met
	Pull Skills Data from Burning Glass and O-NET for Information Technology and share with Luann	Mark Champion Luann Keizer	Met
January, 2015	Draft LMI Question/Definition sheet to help in the Decision Making Process for new programs and share with sub-team.	Mark Champion Julie Parks Sub-Team	Met
	Enter Pre-major LMI and Completion information for several disciplines.	Mark Champion	Met
	Create Powerpoint which will be used as a learning tool for Faculty that want to understand the components of LMI, Job Postings, and Environmental Scanning Information.		Not Met (Determined that the above Question/Definition Sheet would be more useful)
February, 2015	Share Powerpoint with Sub-Team and selected WET team members and get feedback on usefulness.	Mark Champion Sub-Team, WET team	Not Met
	Share Progress of CAP with WET team. Collect feedback from WET on the usefulness of the W.M. Talent Report in program planning and improvement.	Mark Champion Julie Parks	Not Met. (Report shared generally, but not specifically with WET.)
March, 2015	Get feedback from CIS on usefulness of Real-Time LMI.	Mark Champion Luann Keizer	Not Met
	Provide Plastics and Polymers Programs with	Scott Lampe	Not Met

Commented [MC1]:

Commented [MC2R1]:

	<p>Real-Time LMI to evaluate use in program revision</p> <p>Most Requested Occupations or Programs Survey of Counselors</p> <p>Create templates for merging traditional LMI and Real-time LMI which contextualize the information making it understandable to a wider audience. Use several occupations from existing programs and one from an emerging occupation.</p>	<p>Jill-Woller Sullivan</p> <p>Mark Champion</p>	<p>Not Met</p> <p>Met</p>
April, 2015	<p>Collect feedback from team on Templates and LMI Question/Definition Sheet.</p> <p>Convene Team to finalize final direction of this year.</p> <p>Get Feedback from Plastics and Polymers on the usefulness of Real-Time LMI.</p> <p>Work with Talent 2025 on 2nd Talent Demand Report with an emphasis on Employer Feedback on skill needed for the workforce</p>	<p>Mark Champion Julie Parks ????</p> <p>Subteam</p> <p>Scott Lampe</p> <p>Mark Champion Julie Parks Ryan GiMarc</p>	<p>Not Met</p> <p>Not Met</p> <p>Not Met</p> <p>Met</p>
May, 2015	<p>Finalize LMI question/Definition Sheet Finalize Templates and develop others if the team deems them to be valuable.</p> <p>Finalize Powerpoint as a learning resource for LMI, etc.</p>	<p>Sub-Team</p> <p>Sub-Team</p>	<p>Not Met</p> <p>Not Met</p>
June, 2015	<p>Determine Work that Still needs to be done.</p>	<p>Mark Champion</p>	<p>Met</p>

July, 2015	Create Plan for Continuation of CAP 2.1.2	Sub-Team	Pending
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Accomplishments and Comments: The CAP has successfully supplied information for the APR and Curriculog processes this year. It has also worked with Talent 2025 to produce a Regional Talent Demand Report. Lastly it has increased the capacity to gather LMI with the EMSI Certification of one of its team members. We are currently assessing the value of the information to our planning processes.

One thing is clear, we need to make the information more understandable to users. It was once thought that an instructional PowerPoint would be helpful, but we no longer believe this would tool would meet that goal. Hence we are creating two new tools that will assist faculty and staff in the understandability of LMI and its application to their work:

1. The LMI Question/Definition Sheet
2. The LMI Occupational Template which will help to contextualize the information.

More work still needs to be done on detecting emerging occupations and skills and the CAP will continue its work into 2015-16.

12. Provide a 12 month workplan for 2015-16:

Month	Activity	Person Responsible
July, 2015	Convene team to select 2 Wildly Important Goals.	CAP 2.1.2 Team
	Create Labor Market Analysis Logic Schema/Process	Mark Champion Julie Parks Katie Daniels
August, 2015	Work on Specialized and Basic Skills Process to determine alignment of program goals to what employers are asking for.	Mark Champion Julie Parks Katie Daniels
September, 2015	Review Talent 2025 Talent Demand Report and share with team.	Mark Champion Julie Parks Katie Daniels
	Review and accept Labor Market Analysis process created by subteam	CAP 2.1.2 Team
October, 2015	Results of the 2015 Talent Demand Report are reviewed by the CAP Team with recommendations and implications for GRCC Workforce Development Programs	CAP 2.1.2 Team
	Train Unit Leaders and Department Heads in the use of Labor Market Analysis Process.	Paula Sullivan Amy Koning Mike Vargo

November, 2015	Results of the 2015 Talent Demand Report are shared with SLT Train Unit Leaders and Department Heads in the use of Labor Market Analysis Process	Mark Champion Julie Parks Paula Sullivan Amy Koning Mike Vargo
December, 2015	Train Unit Leaders and Department Heads in the use of Labor Market Analysis Process. Present Labor Market Analysis Process to Pro-Deans	Paula Sullivan Amy Koning Mike Vargo Mark Champion Katie Daniels
January, 2016	Monitor use of Labor Market Analysis Process in the selection of new programs Work with CTE to develop a module for the Labor Market Analysis Process	CAP 2.1.2 Team Mark Champion Katie Daniels
February, 2016	Monitor use of Labor Market Analysis Process in the selection of new programs	CAP 2.1.2 Team
March, 2016	Present Labor Market Analysis Process to Academic Program Review	Mark Champion Katie Daniels
April, 2016	Survey Stakeholders concerning understanding and use of the Labor Market Analysis Process. Complete CTE Labor Market Analysis Process module.	Mark Champion (IRP) Mark Champion Katie Daniels
May, 2016	Examine Survey results and make recommendations	CAP 2.1.2 Team
June, 2016	Assess successes and failures related to the two goals for this year.	CAP 2.1.2 Team
July, 2016	Make Recommendation to continue or discontinue CAP.	CAP 2.1.2 Team

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

(Create a Cadence of Accountability)

We will meet after SLT Meetings. Team Discussed electronic meetings, phone conferences and e-mail.