

College Action Project Worksheet– August 7, 2015 Update

CAP: 2.2 Student Pathways / Cap 2.2.1 integrate all career and job placement services

Champion: Tina Hoxie

1. CAP Team Members:

Tina Hoxie, Chair
Erin Cisler
Mark Champion
Luanne Wedge
Susan Lichtenberg
Rachael Jungblut
Dan Nyhof
Jonathon Larson

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

To explore and develop a plan for an integrating career and job placement services design that includes student and alumni employment, career advising and testing, internships, job placement, job shadowing, job search preparation and other related components.

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

The goal of this project is the development of a proactive and relevant career and job placement services design that meets the changing and personalized needs of our students and alumni. The proposed service design would assist students and alumni in preparing for, and finding, employment while pursuing and completing their educational goals at GRCC. The project would assess internal and external resources, technologies and tools, and access to support that would be needed to support the career ready and job placement services design. Integrated Career and job placement service models at CC's would be benchmarked for ideas and plan development. Career and Job reinforcing experience (internships, job shadowing and other) opportunities would be explored. New methods to improve the process for student self-reporting for job placement tracking on graduates would be explored.

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

- Improved student communication and promote the student access to career and job placement services.
 - Established relevant job placement service needs for students nearing graduation through a survey and exit interview approach.
 - Implemented technology that provides a career services management platform for students to efficiently connect with employers
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- Identify and document academic departments that integrate job readiness and employability skills into their curriculum and activities
- Increased opportunities for student job placement support, job shadowing and internship placement through employer relationship building
- Identify the MCAN grant steps that are related to job readiness, employability skills, and securing employment for scaling up opportunities.

4. Please provide the results of your lead measure to date (either tables or charts). **Compelling Scoreboard)**

5. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
 This project impacts several indicators including the GRCC experience, student success and workforce development. Success will be achieved through the development of a responsive and sustainable integrated career and job placement services plan with enhanced experiences that assist student in becoming employable in their field of student and career interest.

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

Will need the assistance of Student Employment Services, Alumni Services, Internship Coordinator, I.T. and stakeholder partners to implement strategies to implement new career and job placement services and initiatives.

7. 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		Printed materials to promote career and job placement services for a student communication campaign	\$1,000
Training		Graduate student phone call campaign (exit interview) staffed by student employees to collect employment information as a follow up to an on-line survey.	\$720
Equipment/ Software		Student Employment inquiry and employer posting software.	Funded by MCAN Grant
TOTAL Cost Estimate			\$1,720

8. Will this project require any **additional budget dollars** for the 2015-16 academic year that have not already been secured? NO Yes

If yes, please describe briefly: We are not able to provide specifics without a service design plan but anticipate there may be cost associated with proposed changes to an integrated model.

9. Please provide an update for the activities identified in your March update:

Month	Activity	Person Responsible	Current Status
August, 2015	Hold a half day retreat to review CAP progress, outline next steps, and develop strategies for the upcoming year.	Tina Hoxie	Completed
September, 2015	Complete the implementation of the career portal concept from the Pathway to Employment project and new Career Coach features	Hoxie and Champion	
October, 2015	Collaborate with IRP on the GRAD 1 survey data and follow-up phone call campaign to collect job placement and service information.	Hoxie with GRCC Call Center support	
November, 2015	Complete the Handshake employer/student match software implementation for launch Winter 2016 semester	Louanne Wedge and IT	
December, 2015	Update academic department career and job readiness curriculum integration and sponsored activities Check career and job placement tool and linked resources for student: job finding sites, resume, interviewing, career coach, and community connection sites	Hoxie Luanne Wedge	
January, 2016	Launch a student and faculty communication campaign to promote career and job placement services for student nearing completion	Hoxie - Team	
February, 2016	Review student response from communication campaign and service utilization data to determine CAP progress and success	Team	
March, 2016	Assess the opportunities and barriers to the MCAN career grant steps for scaling up potential for all students. Develop plan for incorporation into existing departmental	Team	

	services and support.		
April, 2016	Team review on goal and initiative progress for the purpose of making recommendation for closing the CAP	Team	
June, 2016			

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

Month	Activity	Person Responsible
August, 2015	CAP Team Retreat	Hoxie
September, 2015	Web based Career Portal Implementation and Career Coach Update	Hoxie/Champion
October, 2015	Graduated survey data available for planning with assistance of IRP	Hoxie
November, 2015	Handshake Software Implementation	Wedge
December, 2015	Academic Department Career related assessment	Hoxie
January, 2016	Student communication campaign	Hoxie/Mullens
February, 2016	Communication and service utilization assessment	Hoxie
March, 2016	MCAN career assessed for opportunities and next steps	Hoxie
April, 2016	CAP initiative and plan review	Hoxie
May, 2016		
June, 2016		
July, 2016		

11. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016
(Create a Cadence of Accountability)

NOTE 1: We highly recommend that your team meets, at minimum, one time per month. You are encouraged to find ways to communicate within your team between scheduled meetings, perhaps weekly.

NOTE 2: If you choose to hold Team meetings on the SLT meeting dates immediately following SLT, lunch and a meeting space will be provided for your team.

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