

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

**CAP: 2.2.2: Benchmark and create processes to support the expansion and creation of career learning experiences integrated into curriculum and student experiences.**

**Champion: Amy Koning**

1. Proposed CAP Team Members: Gayl Beals (Automotive JT), Mike Schavey (Experiential Learning), Bob Schultz (SICE), Julie Lacksheide (RT), Linda Witte (Medical Assistant Program), Brandon Sinclair (Student)
  
2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)  
 The purpose of this College Action Project is to benchmark and document the current processes by which varied career learning experiences exist throughout GRCC. These documents will provide roadmaps for faculty to develop new student learning experiences.
  
3. Describe the **goals** of this Action Project (in 100 words or fewer)
  - Benchmark existing career learning experiences at GRCC. This will include, but not limited to: Apprenticeships, Internships, Co-ops, Clinical, Externships, Service Learning, Armen Awards, and Study Away. (September 2014 – May 2015)
  - Determine the internal and external processes by which each type of career learning experiences were developed. (September 2014– May 2015)
  - Develop a faculty Career Learning Experiences webpage (May – August 2015) and a company brochure (Sept – Dec 2015)
  - Determine a communication plan for both internal and external audiences. (Feb 2016 – Mar 2016)
  
4. What **measurable criteria** will be used to determine this project’s success?
  - Centralized documentation of the existing career learning experiences at GRCC.
  - Documentation of internal and external processes to create career learning experiences.
  - Development of faculty Career Learning Experiences webpage.
  - Development of outward facing company brochure (or app) interested in partnering with GRCC on such an experience.

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

Centralized documentation of the existing career learning experiences at GRCC.	In Progress – will be completed with the webpage going live.
Documentation of internal and external processes to create career learning experiences.	Completed
Development of faculty Career Learning Experiences webpage.	In Progress. Team meeting the first part of August to review draft.
Development of outward facing company	Not scheduled until the Fall semester

brochure (or app) interested in partnering with GRCC on such an experience.	
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6. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- This CAP may have the capacity to indirectly support Indicator #1: Percent of GRCC career graduates who are employed in their fields of study.

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

- Experiential Learning: Enrollment data in service learning section, Armen Award & study away sections.
- Center for Teach Excellence: Webpage maintenance and promotion of learning experiences
- Faculty/Staff: Rely on faculty/staff experiences to benchmark and start to create processes for the Career Learning Experiences webpage.
- Graphics/Printing: Brochure for companies OR
- Computer Information Systems students for possible app

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	Undetermined	Brochure/app for companies	SLT
Training			
Equipment/ Software			
Other			
TOTAL Cost Estimate			

9. Will this project require any **additional budget dollars** for the 2015-16 academic year that have not already been secured?      **X Yes**    \_\_\_ No

If yes, please describe briefly: The resulting Career Learning Experiences company brochure will require graphic and printing costs. The total amount is not known but would require SLT funding.

10. Please update the **current status** of the following activities:

Month	Activity	Person Responsible	Status
July, 2014	First Team Meeting conducted via email Submit CAP worksheet (July 18)	Amy/Susan	√
August, 2014	NA		
September, 2014	Benchmark existing career learning experiences at GRCC	All Team Members	√
September 2014 – May 2015	<p>In order to start benchmarking existing student learning experiences at GRCC,</p> <ul style="list-style-type: none"> <li>• Amy will speak with Mike Kiss to document the Apprenticeship program.</li> <li>• Mike will gather the Study Away and Service Learning documentation.</li> <li>• Bob and Susan will work together in internships.</li> <li>• Gayl will document the Armen Awards.</li> <li>• Susan will document co-ops.</li> <li>• Julie will document clinicals.</li> </ul> <p>Documentation should consist of:</p> <ul style="list-style-type: none"> <li>• Definition/explanation of the student learning experience. Look through the lens of why would someone want to develop such an experience for students.</li> <li>• Department/Contact Person/Webpage</li> <li>• # of students</li> <li>• Any gaps or considerations that may be identified.</li> </ul>	(listed at left)	√

May 2015 – August 2015	Determine how the assembled documentation will be compiled into the Career Learning Experiences webpage for faculty. <ul style="list-style-type: none"> <li>Place on the CTE website</li> </ul>	Amy Team	
Sept 2015 – December 2015	Determine how the assembled documentation will be compiled into a company brochure. <ul style="list-style-type: none"> <li>Work with Graphic Design to create brochure</li> <li>Print brochures</li> </ul>	Amy Team	
December 2015 – March 2016	Communication Strategy <ul style="list-style-type: none"> <li>Distribute company brochures to all advisory committee members</li> <li>Work with Leah Nixon to determine communication strategy</li> <li>Connect with MiWorks!, Talent 2025, etc. to promote experiences</li> </ul>	Amy	

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

Month	Activity	Person Responsible
July, 2015	Work with Graphic Design to create Career Learning Experiences guide for faculty	Amy
August, 2015	Due to the fact that many of the contacts will change on a yearly basis – it was decided that a guide for faculty would be outdated too soon. Therefore a webpage will be developed that can direct any faculty to the correct person for more information for the learning experiences.  This will be placed on the CTE website	Amy Team
September, 2015	Develop an company brochure	Amy

October, 2015	Print brochures	Amy
November, 2015	Determine how to distribute to the companies	Team
December, 2015		
January, 2016	Work with Leah Nixon on communication plan	Amy
February, 2016	Connect with local organizations for distribution (MiWorks!, Talent 2025, GRCC Advisory Committees)	Amy DH/PD of Advisory Committees
March, 2016	Determine what office will officially house this information to incorporate it into their work.	Team
April, 2016	Close CAP 2.2.2	Team
May, 2016		
June, 2016		
July, 2016		

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

August 10, 2015: View draft of the Career Learning Experiences webpage.

September 11, 2015: Start developing the company brochure

October 16, 2015: View draft of the company brochure

November 13, 2015: Determine how to distribute to local companies

March 18, 2016: Brainstorm what GRCC office this work should be incorporated into.