

## College Action Project Worksheet for NEW CAP Projects – July 2014

**CAP: 3.1.1. - Promote best practices among academic disciplines and departments in order to improve student transfer to 4-year institutions.**

**Champion: Mike Vargo**

1. Proposed CAP Team Members: Jennifer Batten, Erin Busscher, Jodi Gee, Amy Kirkbride, Tim Koets, Melissa Polanco-Nunez, and Mike V.
  
  2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer). As stated, the purpose of this project is to identify and promote best practices in transfer in order to improve rates of transfer to baccalaureate institutions. To effect this outcome, we've planned several projects. See below.
  
  3. Describe the **goals** of this Action Project (in 100 words or fewer). We've tentatively identified several goals:
    - Complete a review of the higher education literature identifying current best practices in transfer, with particular attention to community college transfer.
    - With the help of IRP, identify which GRCC academic departments have the best rates of transfer to baccalaureate schools.
    - Interview members of the aforementioned departments in an attempt to glean non-discipline-specific variables and strategies that seem associated with their higher rates of transfer.
    - Hold a forum (or multiple fora) for units in the college within which we present this information, and encourage units to attend and identify strategies they could employ in an effort to enhance baccalaureate transfer.
  
  4. What **measurable criteria** will be used to determine this project's success? We will use completion of the aforementioned goals to determine success of this project. These will be dichotomous variables, and will be measured by their presence or absence. Ultimately, this project may also result in increased rates of baccalaureate transfer among our student body, but that would be a correlational relationship, and direct causality would be indeterminate.
  
  5. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
    - Percentage of students who successfully transfer/graduate within 6 years of first attending GRCC
    - Student satisfaction of GRCC experience after transfer as measured by a survey
    - Percent of students who successfully transfer after 8 years
-

6. What **personnel resources** will be required to deliver the project successfully?
- Staff and faculty time spent developing the literature review, conducting the data analyses (IRP), interviewing units to identify key variables, planning and hosting the fora.
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		TBD – these should be fairly minimal related to refreshments for the forum meetings. The number of meetings hosted will be the important multiplier, and is yet to be determined.	
Training			
Equipment/ Software			
Other			
TOTAL Cost Estimate			

8. 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:

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

Month	Activity	Person Responsible
July, 2014	Consider manner of developing this CAP. Invite faculty and staff to join this team.	Mike
August, 2014	Begin review of higher-ed transfer literature and rates of transfer from IRP.	Mike/Melissa
September, 2014	Begin to identify methodology for reviewing unit practices which may be associated with higher rates of transfer	Team

October, 2014	Continuing to meet and develop plan to pursue this.	Team
November, 2014		
December, 2014		
January, 2015		
February, 2015		
March, 2015		
April, 2015		
May, 2015		
June, 2015		
July, 2015		

---