

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

## CAP 3.1.2:

**Champion:** Lilly Anderson

1. CAP Team Members:

Lilly Anderson, Interim Associate Dean of Operations, Arts & Sciences

Laura Caulk, Support Professional, Arts & Sciences

Dan Clark, Dean of Academic Outreach

Angela Salinas, Admissions/Recruitment Specialist

Karen TenBroeke, Support Professional, Academic Outreach (added in September)

Note: Faculty members will become ad hoc to our team when we reach discussions around curricular offerings.

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

Develop a robust structure for academic outreach efforts to increase and retain the number of high school students coming to GRCC, especially with the intent to transfer to a four-year institution.

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

Develop a framework (flow chart) that will document the principles for which high school partnerships will be established. Principles that will be addressed:

- Finance
- Legislation/Legal Impact
- Impact on GRCC Systems (examples: Probation/Suspension, Academic Calendar, PeopleSoft, curricular offerings, Articulation Agreements, Course Scheduling, Bookstore, Counseling/Advising/Disability Support, Faculty hiring/evaluation, student testing, etc.)
- Time Line(s)
- External Partnerships
- Student Recruitment/Testing/Selection processes
- Completion data tracking
- High School vs. College responsibility
- Other?

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

- Increased high school partnerships
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- Increased curricular offerings
- Increased persistence rates from high school to GRCC
- Increased revenue

5. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- Improvement of GRCC infrastructure to support early, dual and middle college programs
- Programs/services developed to support high school students around transfer
- Percent of students who successfully transfer/graduate within 6 years of first attending GRCC (either earning a degree first or not). Michigan metric
- Number of articulated programs and number of pre-major programs (including the number of students participating in these programs)

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

- IT support for tracking system development (potential)
- Finance for revenue model development (potential)

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	
Training	Est. \$3395 (early reg 8/31/14)	Three team members (Anderson, Clark & Caulk) to attend National Alliance of Concurrent Enrollment Partnerships, October 26-28, 2014.	Acquired SLT funds in September to support this training.
Equipment/Software		Student data tracking system to be developed or current system utilized	
Other			
TOTAL Cost Estimate	\$3395		

8. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured?      \_\_\_NO        X   Yes

If yes, please describe briefly:

If SLT cannot support entire training cost, Lakeshore Campus and SAS budget can subsidize the remaining cost of attendance.

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

Month	Activity	Person Responsible
July, 2014	Identify team members and schedule initial meeting – complete	Lilly
August, 2014	Schedule year-long meeting schedule	Lilly
September, 2014	<p>Two team meetings. Agenda:</p> <ul style="list-style-type: none"> <li>-Brainstorm areas of improvement</li> <li>-Review Team members</li> <li>-Discuss indicators of success</li> <li>-Discuss flowchart preparation &amp; assign individual to create work flowchart</li> <li>-Begin checklist preparation</li> <li>-Create sub-teams (curriculum, high school partnership MOU/packet, section creation checklist, flowchart, other?)</li> </ul> <p>*Acquired SLT funding to attend NACEP in October.</p>	Team
October, 2014	<p>Hold Team meeting. Agenda Items:</p> <ol style="list-style-type: none"> <li>1) Review draft sections of marketing and college processes.</li> <li>2) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA</li> <li>-Data Reports/Collection</li> <li>-Flowchart partnership process</li> </ul> </li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Attend NACEP (Anderson, Caulk &amp; Clark)</li> <li>2. Dual Enrollment Policy Review begins</li> </ol>	Team
November, 2014	<p>Hold Team meeting. Agenda Items:</p> <ol style="list-style-type: none"> <li>1) Review draft sections of marketing and college processes.</li> </ol>	Team

	<p>2) Sub team meetings &amp; updates (if any)</p> <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA (General Counsel review?)</li> <li>-Data Reports/Collection</li> <li>-Flowchart partnership process</li> </ul> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Share lessons learned of best practice at NACEP (Anderson, Caulk &amp; Clark)</li> <li>2. Dual Enrollment Policy</li> <li>3. Present work to ProDean's and Deans' Council for feedback</li> </ol>	
<p>December, 2014</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Finalize all sections of marketing and college processes documents.</li> <li>2) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA (General Counsel review?)</li> <li>-Data Reports/Collection (Begin Master list of needs)</li> <li>-Flowchart partnership process</li> </ul> </li> <li>3) Share ProDeans' and Deans' Council feedback</li> </ol>	
<p>January, 2015</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA</li> <li>-Data Reports/Collection</li> <li>-Flowchart partnership process</li> </ul> </li> <li>2) - Incorporate ProDeans' and Deans' Council feedback into model</li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Give SLT Update</li> <li>2. Begin utilizing High School Partnership marketing packet with high school administration</li> </ol>	

<p>February, 2015</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials – feedback now that it is in use</li> <li>-College Processes (should be done)</li> <li>-MOU/MOA – share final document</li> <li>-Data Reports/Collection (Meet w/IRP &amp; IT)</li> <li>-Flowchart partnership process (work begins)</li> </ul> </li> <li>2) Begin mapping year two of CAP</li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Begin utilizing and establishing MOU's with high school partners</li> </ol>	
<p>March, 2015</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials (should be done)</li> <li>-College Processes (should be done)</li> <li>-MOU/MOA (should be done)</li> <li>-Data Reports/Collection (Share results of IRP &amp; IT February meeting)</li> <li>-Flowchart partnership process (progress report)</li> </ul> </li> <li>2) Finalize year two of CAP</li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Analyze if Fast Trac/On Trac should be inclusive of this CAP.</li> <li>2. Analyze University partnerships (if not covered in CAP 3.1.1.)</li> </ol>	
<p>April, 2015</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA</li> <li>-Data Reports/Collection (progress report)</li> <li>-Flowchart partnership process (progress report)</li> </ul> </li> </ol>	
<p>May, 2015</p>	<p>One team meeting. Agenda:</p> <ol style="list-style-type: none"> <li>1) Sub team meetings &amp; updates (if any) <ul style="list-style-type: none"> <li>-Marketing materials</li> <li>-College Processes</li> <li>-MOU/MOA</li> </ul> </li> </ol>	

	-Data Reports/Collection (progress report) -Flowchart partnership process (progress report)	
June, 2015	One team meeting. Agenda: 1) Final report for all Sub teams: -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection -Flowchart partnership process	
July, 2015	Host one team meeting to kick off year two of CAP.	

**CAP 3.1.2  
Tasks & Due Dates**

<b>Project Areas:</b>	<b>Task:</b>	<b>Assigned to:</b>	<b>Due Date:</b>
<b>Marketing</b>			
	General GRCC Info	Lilly	10/30/14
	Academic Outreach Mission/Contact Info	Lilly	10/30/14
	Options (DE/CE/Middle), GRCC & National Success Data, Trends	Lilly	10/30/14
	Finance	Dan	10/30/14
	Curriculum Offerings	Dan/Lilly	10/30/14 (current) 12/4/14 (long-term)
	Instruction/Faculty	Lilly	10/30/14
	Student Services	TBD	TBD
	Student Eligibility	Angela	11/20/14
<b>College Processes</b> (to be part of flowchart)			
	Course Scheduling	Laura/Karen	10/30/14
	Course Creation Checklist	Laura/Karen	10/30/14
	Enrollment	Karen	10/30/14
	Information Sessions/ Recruitment	Karen	11/20/14
	Orientation	Angela	11/20/14
	Student Eligibility (application/GPA)	Angela	11/20/14
	Selection	Angela	11/20/14
	Cashiers	Dan/Karen	11/20/14
	FERPA	Karen	11/20/14

	Site Visit/Criteria	Dan	12/4/14
	Testing	Angela	12/4/14
	Bookstore	Dan/Karen	12/4/14
	Faculty hiring & evaluation	Lilly	12/4/14
	Curriculum	Lilly/Dan/SAS	12/4/14
	Technology	TBD	TBD
	Academic Suspension/ Probation	TBD	TBD
<b>MOA/Intent</b>		Dan/Lilly	12/4/14
	Cohort Size		
	Finance		
	College vs. HS Calendar		
	College vs. HS responsibilities/time lines		
	Program design/Curricular Offerings		
	Rental Fees		
	Reports/Data		
<b>Data Tracking</b>	TBD	TBD	TBD
<b>Systems Flowchart</b>	TBD	TBD	TBD