

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

**CAP:** CAP #3.2.1 – Integrate services for students on a transfer pathway, develop a comprehensive transfer student support structure

**Champion:** Lynnae Selberg & Erin Busscher

1. Proposed CAP Team Members:

- Vicki Maxa (MTEC, faculty, counseling)
- Jennifer Keesen (TRIO, counseling)
- Michael Schavey (Honors Program)
- Jodi Gee (SAS faculty, articulated program)
- Brent Spitler (SWD faculty, business, largest transfer group, pre-major/articulated programs)
- Raymond Gant (former GRCC transfer student, ESP, counseling)
- Jason Schueller (enrollment center)
- Student (when identified)
- New Transfer & Articulation Coordinator (when identified)

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

The purpose of this project is to develop a comprehensive student support structure by integrating services for students on a transfer pathway. The student support structure that is developed will encourage more students to explore the opportunity for continuation of their education and ensure that those students planning to transfer are able to do so successfully.

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

To identify, develop and implement a comprehensive transfer student support structure to support transfer students through:

- Benchmark like institutions around transfer initiatives
- Evaluate & analyze current GRCC transfer services
- Survey students regarding transfer plans and needs
- Consult with our four year partner institutions regarding their observations of transfer student needs
- Explore how partnership with area high schools can enhance early transfer planning
- Educate both internal and external stakeholders regarding transfer opportunities
- Using all information above, develop a comprehensive transfer student support plan

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

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If yes, please describe briefly:

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

Month	Activity	Person Responsible
July, 2014	Develop the team, define our purpose & goals for this CAP.	Lynnae & Erin
August & September, 2014	Develop a timeline for the first year, develop & implement student survey, begin to analyze current GRCC programs for transfer students, plan Transfer Representative Survey, plan Transfer Fair, survey ESPs/ Departments regarding advising work	Lynnae & Erin
October, 2014	Communicate with faculty regarding transfer and all of the transfer support that is already available to them and their students, begin benchmarking, finish student survey implementation, begin development of a "transfer student checklist", develop transfer representative survey to be administered at Transfer Fair, Implement Transfer Fair (10/22/14)	
November, 2014	Review data from initial survey, continue benchmarking, begin planning Transfer Expo Day (name may change), finalize "transfer student checklist", review feedback from Transfer Representative Survey, begin gathering Transfer Guide content	
December, 2014	Wrap up benchmarking, begin communication around Transfer Expo Day, finish gathering & work with printing on Transfer Guide	
January, 2015	Implement Transfer Expo Day all about planning to transfer (we will invite our top feeder schools- WMU, GVSU, FSU, DU/ have a scholarship presentation/ have transfer advisors (from depts and CCC) present for Q & A/ have students complete grad audits in partnership with Ready, Set, Graduate/ explain Reverse Transfer/ finalize the Transfer Guide	
February, 2015	Begin development of secondary survey, review feedback on Transfer Expo Day, review current Transfer web pages for currency and intuitiveness	
March, 2015	Develop faculty communication regarding transfer	

	preparation & disburse, implement secondary survey at GradFest	
April, 2015	Work with transfer representatives to explore how we can reach out to students after the transfer to get input as to how well prepared they really were, develop survey we can implement next fall	
May, 2015	Review all survey data and determine where our transfer focus should be at GRCC (what services should continue and what new ones developed and which discontinued), plan date for fall Transfer Fair and winter Transfer Expo Day	
June, 2015	Develop timeline & content for a month by month communication to students around transfer preparedness, develop timeline & content for communication with advisors (faculty & professional)	