

College Action Project Worksheet for NEW CAP Projects – January 2015 Update

CAP: 3.2.2 – Provide Outreach to targeted groups of students who are eligible for transfer

Champion: Lillian Anderson and William Faber

1. Proposed CAP Team Members:
 - Lilly Anderson, Interim Associate Dean of Arts & Sciences
 - Steve Barton, Music Faculty
 - Bill Faber, Interim Dean of ISIS
 - Brent Spitler, Business Department Faculty
 - Jill Woller-Sullivan, Faculty Counselor
 - Mike Schavey, Assistant Coordinator of Experiential Learning
 2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)
 - Identify students who are eligible for transfer and the barriers they encounter; develop interventions to eliminate these barriers.
 3. Describe the **goals** of this Action Project (in 100 words or fewer)
 - Identify a process to identify eligible transfer students
 - Contact these students and identify the barriers stopping these students from transferring
 - Develop interventions strategies to help these students overcome their obstacles
 4. What **measurable criteria** will be used to determine this project's success?
 - Increase number of transfer rates
 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?
 - ESP support for contacting students
 - IRP data to identify students
 - Collaboration with CAP 3.2.1 team
 7. What **additional resources** will be required to develop and/or sustain the project?
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Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies		TBD	
Training		Script development and training for ESPs	
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? NO Yes

If yes, please describe briefly:

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

Month	Activity	Person Responsible
July, 2014	Identify team members and schedule initial meeting	Bill/Lilly
August, 2014	Develop a process to identify students ready to transfer (credit hour based/degree earned)	Bill/Lilly
September, 2014	Prepare script for calling and train ESPs to begin calling students	Bill/Lilly
October, 2014	<ul style="list-style-type: none"> • Team Meeting • Script finalized • Calls to students began • Share transfer resources with faculty as they begin departmental advising 	
November, 2014	<ul style="list-style-type: none"> • Team Meeting • Evaluate results and update survey - con 	
December, 2014	<ul style="list-style-type: none"> • Team Meeting • Compile Survey(s) results 	

	<ul style="list-style-type: none"> • Share results with other Transfer CAP Teams & begin intervention strategy development 	
January, 2015	<ul style="list-style-type: none"> • Team Meeting • Participate in Transfer Fair to ask same scripted questions • Participate in 'student feedback fair' to gather additional student information • Finalize intervention strategy development • SLT CAP Update 	
February, 2015	<ul style="list-style-type: none"> • Team Meeting • Vet intervention strategies with impacted departments (if applicable) • Determine communication plan of intervention strategies to faculty, staff and students 	
March, 2015	<ul style="list-style-type: none"> • Team Meeting • Participate in Feedback Fair to pose Transfer Question(s) • Communicate new intervention strategies/services to staff, faculty and students 	
April, 2015	<ul style="list-style-type: none"> • Team Meeting • Communicate new intervention strategies/services to staff, faculty and students • Gather feedback on intervention strategies/services 	
May, 2015	<ul style="list-style-type: none"> • Team Meeting 	
June, 2015	<ul style="list-style-type: none"> • Team Meeting 	
July, 2015	<ul style="list-style-type: none"> • Team Meeting 	