

College Action Project Worksheet for NEW CAP Projects – October 21, 2016 Update

CAP: 2.1.1 Construct core competencies in workforce development

Champion: Julie Parks

1. Proposed CAP Team Members: Julie Bera (Dental), Katie Daniels (Curriculum) John Doane (Construction), Kelsey Hardin (Talent 2025 Program Mgr), Stacey Heisler (Counseling), Steve Henkelman (CNC), Scott Mattson (Job Training), Thomas Street (Electronics), LuAnne Wedge (Student Employment), John VanElst (Kellogg Grant), Mark Champion (IRP), Deb Lyzenga (Michigan Works), Ryan Gimarc (Talent 2025).

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

Identify process to gather and validate employability skills needs with local employers and organizations in west Michigan. Ensure those employability skill standards align with College ILOs. Identify process by which those skills are integrated into regular program curriculum (through program review, etc.) so this becomes a standard part of our review processes.

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

Year 3 – Pilot method, as a part of program review process, (created in year 2) to ensure employability skills are integrated and assessed as a part of the curriculum process for every GRCC program.

4. What **measureable criteria** will be used to determine this project's success?
 - a. Is process created for gathering & validating employer employability skill needs effective (based on faculty feedback from curriculum process and employer led advisory committees in workforce development (align with CAP 2.1.1)
 - b. Was process created, as a part of program review effective in adding additional competencies? (Align with CAP 1.4) (Number of competencies added, number of curriculum revisions made.)
 - c. Number of programs engaging in program review that includes ILO/employability skills
5. Please provide the results of your lead measures to date (either tables or charts)

✓ Creation of process to get updated employability skills in-demand by west Michigan employers (Year 1 completed) – process has been replicated for two years now.

✓ Alignment of employability skills to Institutional Learning Outcomes – completed and made part of curriculum review process.

✓ Employability skills matrix completed by IRP for each program undergoing program review for 2016-17.

✓ Integrated into curriculum mapping project to ensure employability skills are part of every program – Fall 2016

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

This project will indirectly impact the percentage of GRCC career graduates who are employed in their field of study. This project will indirectly effect Perkins indicators 1P1.

Number of programs adding or updating employability skills through the program review process.

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

Faculty time with employers to ensure our workforce skill standards are aligned with employer needs and with our institutional learning outcomes.

IRP staff time to deliver information from labor market data sources.

Curriculum team’s time to participate in the work to ensure alignment with institutional learning outcomes.

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?
		No additional resources are required at this time	

9. Will this project require any **additional budget dollars** for the 2016-17 academic year that have not already been secured?

NO

Yes

If yes, please describe briefly:

10. Provide a 12-month work plan for this project:

Month	Activity	Person Responsible	Status as of October 2016

August, 2016	Confirm integration of labor data with employability skills with IPR and curriculum office	Julie Parks	Completed & underway
September, 2016	Employer feedback survey created for Job Training Programs focused on employability skill feedback	Scott Mattson	Completed
October, 2016	Program Review process underway, Data matrix on employability skills by program	Katie Daniels Mark Champion	Underway
November, 2016	Program Review process Send out Job Training employer survey	Katie Daniels Scott Mattson, John Doane	
December, 2016	Contact with faculty in program review process to get feedback on labor data employability matrix (CAP 2.1.1, 1.4)	Mark Champion, Julie Parks	
January, 2017	Continue with review process. (with CAP 1.4) Send out next round of Job Training employer surveys	Katie Daniels Scott Mattson	
February, 2017	Continue with review process (CAP 1.4 & 2.1.1)	Katie Daniels Mark Champion	
March, 2017	Review Job Training survey feedback make recommendations for any needed changes. Continue with review process	John Doane, Scott Mattson Katie Daniels	
April, 2017	Institute feedback in Job Training based on employer recommendations Develop feedback tool focused on	Julie Parks Mark Champion, Julie Parks, Katie	

	employability skills work that was a part of program review.	Daniels	
May, 2017	Send out faculty feedback tool on employability skills matrix and process	Katie Daniels, Mark Champion	
June, 2017	Review results	Entire CAP team	

11. When will your Team meet? Please provide **Team meeting dates** for August 2016 to June 2017

The entire team will not meet again until December 14. Then will meet again March 30, May 3, June 15.

Sub-committee working on Job Training employability feedback will meet – September 20, October 24, December 12, January 31, March 20, April 18

Sub-committee on program review matrix – November 17, January 20, March 17, May 16, June 20.

12 .What **new CAPs** would your CAP team suggest as natural next steps to your current project?

This CAP should be institutionalized by the end of the 2016-17 year. We recommend a CAP working to bring employers into classrooms and a CAP to create a employment center for students and employers to interact.