

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

CAP #2.1.2: Increase the use of labor market information (LMI) and forecasting in GRCC Planning Processes

- Tie current GRCC efforts with West Michigan Talent Demand Report through Talent 2025.
- Use Labor Market Information and environmental scanning to determine emerging occupations and provide the criteria and documentation necessary to explore the possibility of program development.
- Ensure that Career Coach use is optimized in order to help students and potential students make career decisions and plan career goals based upon Labor Market Information.

Champion: **MARK CHAMPION**

1. CAP Team Members: **Heath Chelesvig, Scott Lampe, Amy Koning, Pamela Miller, Julie Parks, Katie Daniels, , Luann Keizer, (Bill Pink).** *Expand team membership to include counseling, career advising, admissions, and students.*
2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

Continue collecting and disseminating LMI, Job Postings Information, and Environmental scanning data for the Academic Program Review process and for Curriculog process. Continue to monitor the usefulness of all labor market information and the process used in program review, new program development, and program discontinuation. Expand scope of the CAP to include the use of LMI in the process which leads students and potential students through Career Coach (<http://www.grcc.edu/counselingandcareercenter/careercoach>) to make informed career decisions.

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

Goal 1: Monitor the use of the Labor Market Information-Program Health Tool in the analysis, interpretation, and evaluation, of Labor Market Data for new program approval, program discontinuation, and/or Academic Program Review.

Lag Indicator: Stakeholders using the tool or distributed LMI, Job Postings Information, and Environmental Scanning data find it useful in making programmatic decisions.

Goal 2: Increase the use Career Coach by students and potential students which is designed to help them make informed decisions about career goals.

Lag Indicator: Users of Career Coach make a decision about career goals and that decision leads to enrollment in a GRCC program.

4. What measurable criteria will be used to determine this project's success? (Lead measures)
- Goal 1: Lead indicators
The Labor Market Information-Program Health Tool and other LMI materials are useful to 90% of the stakeholders.
- Goal 2: Lead Indicator
Career Coach Analytics show a 50% increase in the number of average monthly hits.
- Career Coach is linked to students enrolling in GRCC programs.**
5. Please provide the results of your lead measures to date (either tables or charts).
A spreadsheet will be used to keep track of the number of requests for LMI and related materials.
- Career Coach Analytics will be monitored for increasing use of the tool.**
6. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
- a. **This project will indirectly affect the percent of GRCC career graduates who are employed in their fields of study by increasing:**
 - i. **the alignment of needed skills within our programs**
 - ii. **the number programs that better prepare a skilled workforce for West Michigan**
7. What **personnel resources** will be required to deliver the project successfully?
Assistance of Deans and Associate Deans in implementing processes.
Faculty that will use LMI tools.
Students
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?
Supplies			
Training	\$500	Career Coach Training Sessions for Faculty and Staff who are in a position to influence students and potential students to use Career Coach.	SLT
Equipment/ Software			
Other			
TOTAL Cost Estimate	\$500		

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:

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

Month	Activity	Person Responsible	Status as of October 2016
August, 2016	Webinar on Career Coach Updates. Fulfill LMI requests for Faculty and Staff.	Mark Champion	Completed
September, 2016	Fulfill LMI requests for Faculty and Staff.	Mark Champion	Completed
October, 2016	Inform team of updated proposal. Call for new team members.	Mark Champion	Completed Pending
November, 2016	Inform Team Members of the historic use of Career Coach. Distribute materials on how to successfully Implement Career Coach.	Mark Champion	
December, 2016	Develop Survey of stakeholders using LMI to make decisions. Survey approved by Team.	Mark Champion Heath Chelesvig Katie Daniels	
January, 2017	Present New Career Coach to Team. Brainstorm how to disseminate information about Career Coach Administer Survey	Mark Champion EMSI CAP Team Heath Chelesvig	
February, 2017	Conduct Workshops	TBD	

March, 2017	Conduct Workshops	TBD	
April, 2017	Present Career Coach Analytics. Prepare Survey for Career Coach users	Mark Champion Heath Chelesvig	
May, 2017	Survey Career Coach Users	Heath Chelesvig	
June, 2017	Analyze and Discuss LMI Stakeholder Data and Career Coach User Data Determine if CAP is Ready for Discontinuation	CAP Team CAP Team	

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

11 .What **new CAPs** would your CAP team suggest as natural next steps to your current project?
Depending on sustainability of met goals and indicators, it would be determined whether another CAP is needed or if the goals of the CAP have been brought to scale.