

College Action Project Worksheet for NEW CAP Projects – October 2014

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 Workforce Intelligence Network (WMWIN) 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.

Champion: *MARK CHAMPION*

1. Proposed CAP Team Members: **Angela Long, Heath Chelesvig, Scott Lampe, Amy Koning, Paula Sullivan, Julie Parks, Katie Daniels, Jill Woller-Sullivan, Luann Keizer (Additional Faculty)**
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 collect and disseminate Labor Market Information (LMI) that is understandable and useful to the current program review process, and the current new program development process (Curriculog). In addition, a methodology will be developed to scan for emerging occupations and a process will be developed to use labor market information to determine whether action needs to be taken by the college to pursue the creation of a new program(s). This project is to be run in conjunction with the Talent 2025 Initiative currently known as West Michigan Talent Assessment whose purpose is to provide LMI and Job Postings information for stakeholders throughout the 13 County area known as Region 4. The larger purpose of this initiative is to provide the information necessary to better align GRCC's Workforce Development programs with the needs of the region to prepare and provide a skilled workforce for West Michigan.
3. Describe the **goals** of this Action Project (in 100 words or fewer)
Goal 1: Build the capacity at GRCC to collect and disseminate LMI and Job Postings data in a format that is useful for Program Review and new program development (Curriculog).
Goal 2: Develop a communications network at GRCC that uses LMI and other environmental scanning information to identify emerging occupations and/or programs that may need to be restructured
Goal 3: Develop decision-making criteria that indicates when an emerging occupation should be further investigated and identify who should pursue this investigation for further program development.
4. What **measureable criteria** will be used to determine this project's success?
 1. **A recorded PowerPoint tutorial for the purpose of defining LMI, Job postings information, and Environmental Scanning in the context of identifying emerging occupations and new program development. (Goal 1)**

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2. **LMI is used as a standard component of the Academic Program Review process and Curriculog, (Goal 1)**
 3. **Increased incidence of Faculty using LMI to guide their work. (Goals 1-3)**
 4. **Documentable process for the use of LMI in identifying at least two emerging occupations. (Goal 3)**
 5. **Documentable criteria to initiate program development of those occupations in #3 above. (Goal 3)**
 6. **Identification of at least one new program initiated by the processes above. (Goal 3)**
5. 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.**
6. What **personnel resources** will be required to deliver the project successfully?
Assistance from Distance Learning Instructional Technologies in the creation of an LMI Tutorial.
Assistance of Deans and Associate Deans in implementing processes.
Faculty that will use the new processes.
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			
Training	\$500	Cost for one IRP Staff to take EMSI Analyst Certification	SLT ?
Equipment/ Software	\$2500	Cost to add Real-Time Job Postings Module to Analyst. (May be less on a trial basis.) May be recurring	SLT ?
Other	\$\$?	Recorded PowerPoint tutorial for the purpose of defining LMI, Job postings information, and Environmental Scanning in the context of identifying emerging occupations and new program development.	SLT ?
TOTAL Cost Estimate	\$3000+		

8. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? X NO Yes

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If yes, please describe briefly: **Funding for EMSI Analyst and Career Coach; and Burning Glass Labor Insight/Jobs has been secured.**

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

Month	Activity	Person Responsible
July, 2014	Provide LMI for 3 Curriculog Pilot Certificates for SICE	Mark Champion Katie Daniels Dan Gendler
	Work with Talent 2025 on Regional Talent Report	Mark Champion Julie Parks
August, 2014	Provide LMI for 3 Curriculog Pilot Certificates for SICE	Mark Champion Katie Daniels Dan Gendler
	Work with Talent 2025 on Regional Talent Report	Mark Champion Julie Parks
	Develop draft process to identify emerging occupations through the use of LMI and related tools.	Mark Champion Amy Koning Paula Sullivan Jill Woller-Sullivan Julie Parks,
September, 2014	Share Talent 2025 Report with S of WFD and collect feedback as to usefulness. May share with other GRCC stakeholders.	Mark Champion Angela Long Julie Parks
	Develop criteria for initiating program development around emerging occupations.	Mark Champion Amy Koning Paula Sullivan Jill Woller-Sullivan Julie Parks, Luann Keizer
	Work on LMI and Environmental Scanning Data for Program Review Process	Mark Champion Heath Chelesvig Katie Daniels
October, 2014	Resubmit LMI and Job Postings information for Computer User Support Specialist program in Curriculog.	Luann Keizer Mark Champion

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	<p>Work on LMI information for APR programs</p> <p>Revise and Submit CAP Proposal by October 15</p> <p>Share proposal Revised CAP with Sub Team</p> <p>Add Job Postings Analytics from EMSI to tool kit for gathering LMI and Job Postings Information.</p>	<p>Katie Daniels Anne Meilof Mark Champion</p> <p>Mark Champion</p> <p>Mark Champion</p> <p>Mark Champion</p>
<p>November, 2014</p>	<p>Finish LMI Tables for APR</p> <p>Share Talent 2025 Report with School of Workforce Development and other stakeholders</p>	<p>Katie Daniels Anne Meilof Mark Champion</p> <p>Mark Champion Julie Parks</p>
<p>December, 2014</p>	<p>Attend and present LMI at APR Kick-Off Meetings</p> <p>Pull Skills Data from Burning Glass and O-NET for Information Technology and Manufacturing.</p>	<p>Mark Champion Katie Daniels</p> <p>Mark Champion Julie Parks</p>
<p>January, 2015</p>	<p>Draft Identification of emerging programs criteria/process and share with sub-team.</p> <p>Revise based on Feedback.</p> <p>Create Powerpoint which will be used as a learning tool for Faculty that want to understand the components of LMI, Job Postings, and Environmental Scanning Information.</p>	<p>Mark Champion Julie Parks</p> <p>Sub-Team</p> <p>Mark Champion</p>
<p>February, 2015</p>	<p>Share Powerpoint with Sub-Team and selected WET team members and get feedback on usefulness.</p> <p>Share Progress of CAP with WET team. Collect feedback from WET on the usefulness of the W.M. Talent Report in program planning and improvement.</p> <p>Approve Draft Document for Emerging Program Identification.</p> <p>Most Requested Occupations or Programs Survey of</p>	<p>Mark Champion Sub-Team, WET team</p> <p>Mark Champion Julie Parks</p> <p>Sub-Team</p> <p>Jill-Woller-Sullivan</p>

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	Counselors	
March, 2015	Pilot Emerging Program Identification Process with Information Technology and Manufacturing	Mark Champion Julie Parks ????
April, 2015	Continue Pilot and collect Feedback from stakeholders	Mark Champion Julie Parks ????
May, 2015	Discuss and Revise Emerging Program Identification Process. Finalize Powerpoint as a learning resource for LMI, etc.	Sub-Team Sub-Team
June, 2015	Determine Work that Still needs to be done.	Sub-Team
July, 2015	Create Plan for Continuation of CAP 2.1.1	Sub-Team