

College Action Project Worksheet for NEW CAP Projects – July 2014

CAP: 2.2 Student Pathways / Cap 2.2.1 integrate all career and job placement services

Champion: Tina Hoxie

1. Proposed CAP Team Members:

Tina Hoxie, Associate Provost & Dean of Student Affairs, Chair

Mark Champion, Information Analyst

Erin Cisler, Director of Alumni Relations

Luanne Wedge, Associate Director of Student Employment Services

Susan Lichtenberg, Internship Coordinator

Dan Nyhof, Assistant Professor/Counselor

Steven Gold, Assistant Professor/Counselor

Johnathan Larson, Department Head/Assistant Professor, Electronics

Chantelle Lynch, GVSU Intern, Tassell M-Tec

Rachael Jungblut, Senior Program Manager of Workforce Training

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

To explore and develop a plan for an integrating career and job placement services design that includes student and alumni employment, career advising and testing, internships, job placement, job shadowing, job search preparation and other related components.

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

- To development a relevant and responsive career and job placement services design with an employer focused approach.
- To explore ways to innovate career programs and services and job readiness through alignment of college resources.
- To incorporate the Pathway to Employment documented outcomes: student and faculty feedback, data, service assessments, and program approaches.
- To explore models on how to organize and leverage access and resources to support and offer career planning, employability skill building and job readiness for students and alumni.
- To assess internal and external resources, technologies and tools that would be needed to support the career development and readiness design.
- To benchmark for ideas for plan development from CC's, 4 year models, and Non-profit organizations.
- To explore job reinforcing experience (internships, job shadowing and other) and other opportunities.
- To improve the process for self-reporting for job placement tracking for graduates.

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

- Survey and track internal and external stakeholder input on service design
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- Student and alumni input collection on service design ideas and proposed plan
- Increase and document job placement for degree and certificate students
- Increase and document job shadowing, internship and other career related experience opportunities
- Increased opportunities for career service support, job placement support, job shadowing and internship placements
- Percent of GRCC career graduates who are employed in their fields of study
- Regular planning meetings and updates at appropriate campus-wide meetings.

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

This project impacts several indicators including the GRCC experience, student success and workforce development. Success will be achieved through the development of an employer centered and integrated career and job placement services design. The design will meet student and employer expectations through career development, career experiences, employability skill building, and job readiness in student’s field of study and career interest.

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

Will need the assistance of GRCC Leadership, Counseling and Career Services, Student Employment Services, Alumni Services, Internship Coordinator, I.T. and stakeholder partners to implement strategies to integrate and offer career and job placement services.

6. What **additional resources** will be required to develop and/or sustain the project? **Can you update the projected costs?**

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies		TBD	TBD
Training		TBD	TBD
Equipment/ Software		TBD – Career Portal enhancement or expansion. Employment inquiry and employer posting software.	TBD
Other		Staffing and Physical Service Design and Implementation for integrated service space	Assessment of budget and or FTE resources from existing budgets could determine need and resources.
TOTAL Cost Estimate		TBD	TBD

7. 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: We are not able to provide specifics without a service design plan but anticipate there may be cost associated with proposed changes to an integrated model and resource incorporation.

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

Month	Activity	Person Responsible
October 2014	Create new team and hold initial meetings to define the CAP and outline next steps for the upcoming year.	Tina Hoxie
November, 2014	Review the documentation and assessment information from the Pathway to Employment CAP for insight and planning (faculty survey, career program evaluations, student focus group feedback, GRCC service mapping, etc.)	Tina Hoxie with team support
December, 2014	Implement Survey and focus groups data collection based on needed information. Benchmark career experience and job placement models at CC's. Collect existing institutional data and information to inform the CAP.	Tina Hoxie with team support
January, 2015	Coordinate a cross discipline faculty input session to explore ideas and needs	Team
February, 2015	Coordinate an employer input event to be informed on future employment needs and expectations	Team
March, 2015	Review and assess information and data collected to consider for design plan and development	Team
April, 2015	Continue to develop plan and design for integration of services and experiences	Team
May, 2015	Present proposed plan and design to internal and external stakeholder for feedback	
June, 2015	Identify needed resources and tools to support the proposed plan, programs and design	
July, 2015	Seek approval for proposed plan and phased steps for implementation	