

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

CAP: 2.2.2: Benchmark and create processes to support the expansion and creation of career learning experiences integrated into curriculum and student experiences.

Champion: Amy Koning

1. Phase 2 CAP Team Members:

Mike Schavey (Experiential Learning), Linda Witte (Medical Assistant Program), Luanne Wedge (Student Employment Services), Scott Lampe (Plastics), Mary Hofstra (Workforce Training), Jennifer Gable (Nursing)

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

The purpose of this College Action Project is to benchmark and document the current processes by which varied career learning experiences exist throughout GRCC. These documents will provide roadmaps for faculty to develop new student learning experiences.

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

Phase 1 Work:

- Benchmark existing career learning experiences at GRCC. This will include, but not limited to: Apprenticeships, Internships, Co-ops, Clinical, Externships, Service Learning, Armen Awards, and Study Away. (September 2014 – May 2015)
- Determine the internal and external processes by which each type of career learning experiences were developed. (September 2014– May 2015)

Phase 2 Work:

- Utilize Handshake to connect employers with teachers/students (Oct 2016 – Mar 2017)
- Determine a communication plan for both internal and external audiences. (Feb 2017 – Mar 2017)

4. What **measureable criteria** will be used to determine this project’s success?

- Centralized documentation of the existing career learning experiences at GRCC.
- Documentation of internal and external processes to create career learning experiences.
- Development of faculty Career Learning Experiences webpage.
- Utilize Handshake for companies interested in partnering with GRCC on such student career learning experiences.

5. Please provide the **results of your lead measures** to date (either tables or charts)

Centralized documentation of the existing career learning experiences at GRCC.	Completed
Documentation of internal and external processes to create career learning experiences.	Completed

Commented [DK1]: We are curious about the potential of the Handshake software.

Development of faculty Career Learning Experiences webpage.	Completed.
Utilize Handshake for companies interested in partnering with GRCC on such student career learning experiences.	In progress We are hoping to converge three initiatives to accomplish this work: CAP 2.1.1, Handshake (software purchased) and this measure

Commented [DK2]: Can you please resubmit with documentation on the completed goals? THANKS

Commented [DK3]: Please keep us informed of the progress of this merger!

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

- This CAP may have the capacity to indirectly support Indicator #1: Percent of GRCC career graduates who are employed in their fields of study.

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

- Experiential Learning: Enrollment data in service learning section, Armen Award & study away sections.
- Center for Teach Excellence: Webpage maintenance and promotion of learning experiences
- Faculty/Staff: Rely on faculty/staff experiences to benchmark and start to create processes for the Career Learning Experiences webpage.
- Student Employment Services: The software package Handshake is being implemented. A module in Handshake is "internships" where companies and faculty can align requests.

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	Undetermined	Handshake Internship module	SLT
Training			
Equipment/Software			
Other			
TOTAL Cost Estimate			

Commented [DK4]: Will training for faculty, staff and students be needed for the Handshake software?

9. Will this project require any additional budget dollars for the 2016-17 academic year that have not already been secured? Yes No

If yes, please describe briefly: The resulting Career Learning Experiences company brochure will require graphic and printing costs. The total amount is not known but would require SLT funding.

Commented [DK5]: Please submit a CAP funding request ASAP

As GRCC begins to utilize Handshake for the student employment services, this team may request SLT funding to secure a consultant to actually utilize the internship module in Handshake (we are currently not using that) as well as provide training to Student Employment Services. Cost undetermined at this point.

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

Month	Activity	Person Responsible	Status
July, 2014	First Team Meeting conducted via email Submit CAP worksheet (July 18)	Amy/Susan	√
August, 2014	NA		
September, 2014	Benchmark existing career learning experiences at GRCC	All Team Members	√

September 2014 – May 2015	<p>In order to start benchmarking existing student learning experiences at GRCC,</p> <ul style="list-style-type: none"> • Amy will speak with Mike Kiss to document the Apprenticeship program. • Mike will gather the Study Away and Service Learning documentation. • Bob and Susan will work together in internships. • Gayl will document the Armen Awards. • Susan will document co-ops. • Julie will document clinicals. <p>Documentation should consist of:</p> <ul style="list-style-type: none"> • Definition/explanation of the student learning experience. Look through the lens of why would someone want to develop such an experience for students. • Department/Contact Person/Webpage • # of students • Any gaps or considerations that may be identified. 	(listed at left)	√
August 2015 – December 2015	<p>Determine how the assembled documentation will be compiled into the Career Learning Experiences webpage for faculty.</p> <ul style="list-style-type: none"> • Work with Graphic Design on logo and webpage aesthetics • Place on the CTE website 	Amy Team	√
Oct 2016 – Mar 2017	<p>Determine if Handshake can be used to provide a link between employers and GRCC faculty/staff. This linkage could provide opportunities for field trips, guest speakers, internships, etc.</p> <ul style="list-style-type: none"> • Determine feasibility of utilizing the Internship module in Handshake • Determine what resources 	<p>Amy met with Luanne Wedge 3-21-16.</p> <p>Team met on 8-23-16 to brainstorm how to best connect with employers. Team</p>	In progress now that Handshake has officially be launched at GRCC. Internship

	would be needed in order to continually monitor the Internship module.	wants to move forward with investigating Handshake.	module is not currently being utilized.
Feb 2016 – Mar 2017	<p>Communication Strategy</p> <ul style="list-style-type: none"> Work with Student Employment Services to develop a communication plan. 	<p>Amy</p> <p>Team</p>	

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

Month	Activity	Person Responsible
July, 2015	Work with Graphic Design to create Career Learning Experiences webpage for faculty	Amy
Aug. 2015 – March 2016	<p>Due to the fact that many of the contacts will change on a yearly basis – it was decided that a guide for faculty would be outdated too soon. Therefore a webpage will be developed that can direct any faculty to the correct person for more information for the learning experiences.</p> <p>This will be placed on the CTE website</p>	<p>Amy</p> <p>Team</p>
Mar 2016	Invite John Doanne and Tom Street to our CAP 2.2.2 as a result of their work with CAP 2.1.1	Amy
Oct 2016 – Mar 2017	<p>Work with Student Employment Services on feasibility of implementing Handshake</p> <ul style="list-style-type: none"> Who monitors Who owns Communication plan Training plan for faculty 	<p>Amy</p> <p>(This step has been postponed due to the fact that Handshake was just being piloted at GRCC)</p>
Feb 2016 – Mar	Work with Student Employment on	Amy

2017	communication plan	
Apr - May 2016	Close CAP 2.2.2	Team

Commented [DK6]: Good work plan! We are impressed with this project!

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

N/A
