

College Action Project Worksheet for CAP Projects – August 7, 2015 Update

CAP 3.1.2: Improve GRCC's infrastructure and ability to develop collaborative programs and partnerships to enhance student preparedness for post-secondary education.

Champion: Lilly Anderson

1. CAP Team Members:

Lilly Anderson, Interim Associate Dean of Operations, Arts & Sciences
Laura Caulk, Support Professional, Arts & Sciences
Dan Clark, Dean of Academic Outreach
Angela Salinas, Admissions/Recruitment Specialist
Karen TenBroeke, Support Professional, Academic Outreach (added in September)
Amy Koning, Associate Dean of Operations, Workforce Development (added in January)

Note: Faculty members involved in early, dual and middle colleges are the ad hoc team to discuss and develop the proper curricular offerings.

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

Develop a robust structure for academic outreach efforts to increase and retain the number of high school students coming to GRCC, especially with the intent to transfer to a four-year institution.

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

Develop a framework that will document the principles for which high school partnerships will be established. Principles that will be addressed:

- Finance
- Legislation/Legal Impact
- Impact on GRCC Systems (examples: Probation/Suspension, Academic Calendar, PeopleSoft, curricular offerings, Articulation Agreements, Cashiers, Course Scheduling, Bookstore, Counseling/Advising/Disability Support, Faculty hiring/evaluation/compensation, student testing, student recruitment/testing /selection, etc.)
- Time Line(s)
- Curriculum
- Completion data tracking
- MOA/MOU

4. What **measureable criteria** will be used to determine this project's success? (Lead measures)

- Increased high school partnerships
- Increased curricular offerings
- Increased persistence rates from high school to GRCC
- Increased revenue

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

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

- Improvement of GRCC infrastructure to support early, dual and middle college programs
- Programs/services developed to support high school students around transfer
- Percent of students who successfully transfer/graduate within 6 years of first attending GRCC (either earning a degree first or not). Michigan metric

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

- IT support for tracking system development (potential)
- Finance for revenue model development (potential)

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		TBD	
Training	Est. \$3395 (early reg 8/31/14)	Three team members (Anderson, Clark & Caulk) to attend National Alliance of Concurrent Enrollment Partnerships, October 26-28, 2014.	Acquired SLT funds in September to support this training.
Equipment/Software		Student data tracking system to be developed or current system utilized	
Other	TBD	Marketing materials for partnership meetings	Will be making an SLT fund request in next few months.
TOTAL Cost Estimate	\$3395		

9. Will this project require any **additional budget dollars** for the 2015-2016 academic year that have not already been secured? ___ NO ___ Yes

If yes, please describe briefly:

If SLT cannot support entire training cost, Lakeshore Campus and SAS budget can subsidize the remaining cost of attendance.

10. Provide an update on the activities reported in your March report:

Month	Activity	Person Responsible	Current Status
July, 2014	Identify team members and schedule initial meeting – complete	Lilly	
August, 2014	Schedule year-long meeting schedule	Lilly	
September, 2014	<p>Team meeting - Agenda:</p> <ul style="list-style-type: none"> -Brainstorm areas of improvement -Review Team members -Discuss indicators of success -Discuss flowchart preparation & assign individual to create work flowchart -Begin checklist preparation -Create sub-teams (curriculum, high school partnership MOU/packet, section creation checklist, flowchart, other?) <p>*Acquired SLT funding to attend NACEP in October.</p>	Team	

October, 2014	<p>Team meeting - Agenda:</p> <ol style="list-style-type: none"> 1) Review draft sections of marketing and college processes. 2) Sub team meetings & updates (if any) <ul style="list-style-type: none"> -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection -Flowchart partnership process 	Team	
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	<p>Other:</p> <ol style="list-style-type: none"> 1. Attend NACEP (Anderson, Caulk & Clark) 2. Dual Enrollment Policy Review begins 		
November, 2014	<p>Team meeting - Agenda:</p> <ol style="list-style-type: none"> 1) Review draft sections of marketing and college processes. 2) Sub team meetings & updates (if any) <ul style="list-style-type: none"> -Marketing materials -College Processes -MOU/MOA (General Counsel review?) -Data Reports/Collection -Flowchart partnership process <p>Other:</p> <ol style="list-style-type: none"> 1. Share lessons learned of best practice at NACEP (Anderson, Caulk & Clark) 2. Dual Enrollment Policy 3. Present work to ProDean's and Deans' Council for feedback 	Team	
December, 2014	<p>Team meeting - Agenda:</p> <ol style="list-style-type: none"> 1) Continue developing marketing and college processes documents. 2) Sub team meetings & updates (if any) <ul style="list-style-type: none"> -Marketing materials -College Processes -MOU/MOA (General Counsel review?) -Data Reports/Collection (Begin Master list of needs) -Flowchart partnership process 		

<p>January, 2015</p>	<p>Team meeting - Agenda:</p> <p>1) Sub team meetings & draft review and updates (if any)</p> <ul style="list-style-type: none"> -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection -Flowchart partnership process <p>Other:</p> <ol style="list-style-type: none"> 1. SLT Update 2. Add Workforce Dev. Team Member 3. Begin hosting ad hoc team meetings regarding curricular offerings. 		
<p>February, 2015</p>	<p>Team meeting - Agenda:</p> <p>1) Sub team meetings & updates (if any)</p> <ul style="list-style-type: none"> -Marketing materials – feedback now that it is in use -College Processes – Review and discuss final due date -MOU/MOA – share final document -Data Reports/Collection (no action) -Flowchart partnership process (work begins 2015-16) <p>2) Review SLT Feedback and determine action steps CAP</p> <p>Other:</p> <ol style="list-style-type: none"> 1. Conduct follow-up to Ad Hoc Curriculum Team Meeting 		
<p>March, 2015</p>	<p>Team meeting - Agenda:</p> <p>1) Sub team meetings & updates (if any)</p> <ul style="list-style-type: none"> -Marketing materials (SLT budget request/quote from Graphics) -College Processes (should be done) -MOU/MOA (should be done) -Data Reports/Collection (Meeting 		

	<p>with IT to discuss needs, if necessary) -Flowchart partnership process (progress report)</p> <p>3) Begin mapping year two of CAP</p> <p>Other:</p> <ol style="list-style-type: none"> 1. Begin utilizing and establishing MOU/MOA with high school partners 2. Update on SLT Budget Request, if applicable 		
April, 2015	<p>Team meeting - Agenda:</p> <p>1) Sub team meetings & updates (if any) -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection (progress report) -Flowchart partnership process (2015-16)</p> <p>2) Finalize year two of CAP</p> <p>Other:</p> <ol style="list-style-type: none"> 1. Analyze if Fast Trac/On Trac should be inclusive of this CAP. 2. Acquire all DH/PD feedback on approved curricular offerings for 2015-16 		
May, 2015	<p>Team meeting - Agenda:</p> <p>1) Sub team meetings & updates (if any) -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection (progress report) -Flowchart partnership process (progress report)</p>		

June, 2015	Team meeting - Agenda: 1) Final report for all Sub teams: -Marketing materials -College Processes -MOU/MOA -Data Reports/Collection -Flowchart partnership process (2015-16)		
July, 2015	Host team meeting to kick off year two of CAP.		

**CAP 3.1.2
Tasks & Due Dates**

Project Areas:	Task:	Assigned to:	Draft Due Date:	Final Due Date:
Marketing				
	General GRCC Info	Lilly	10/30/14	3/24/15
	Academic Outreach Mission/Contact Info	Lilly	10/30/14	3/24/15
	Options (DE/CE/Middle), GRCC & National Success Data, Trends	Lilly	10/30/14	3/24/15
	Finance	Dan	2/12/15	3/24/15 – need material to acquire quote from Graphics
	Curriculum Offerings	Dan/Lilly	3/24/15	3/24/15
	Instruction/Faculty	Lilly	10/30/14	3/24/15
	Student Services	Laura	3/24/15	3/24/15
	Student Eligibility	Angela	11/20/14	3/24/15
College Processes (to be part of flowchart)				
	Course Scheduling	Laura/Karen	10/30/14	3/24/15
	Course Creation Checklist	Laura/Karen	10/30/14	3/24/15
	Information Sessions/ Recruitment	Karen	11/20/14	3/24/15
	Orientation	Angela	11/20/14	3/24/15
	Student Eligibility (application/GPA)	Angela	11/20/14	3/24/15
	Selection	Angela	11/20/14	3/24/15
	Cashiers	Dan/Karen	2/12/15	3/24/15
	Testing	Angela	12/4/14	3/24/15
	Bookstore	Dan/Karen	2/12/15	3/24/15

	Enrollment	Karen	1/20/15	3/24/15
	Admissions	Karen	2/12/15	3/24/15
	FERPA	Karen	1/20/15	3/24/15
	Site Visit/Criteria	Dan	1/20/15	3/24/15
	Faculty (hiring, background checks, fingerprint, evaluation and compensation)	Amy	3/24/15	4/16/15
	Curriculum	Lilly/Dan/Amy/WFD DH/PD's	3/24/15	April/May pending DH input
	Learning Env - Technology (student passwords, web access in classroom, classroom needs)	Dan	2/12/15	3/24/15
	Academic Suspension/ Probation	Amy	3/24/15	4/16/15
MOA/Intent		Dan/Lilly/Amy	3/24/15	4/16/15
	Cohort Size			
	Finance			
	College vs. HS Calendar			
	College vs. HS responsibilities/time lines			
	Program design/Curricular Offerings			
	Rental Fees – if applicable			
	Reports/Data			
	Learning env./Facility Review*			
	Technology *			
	Student eligibility *			
	Rental Fees *			
	Admissions & Academic Policy*			
	Reports/Data			
Data Tracking		Start work March/April 2015 – complete in Year 2	TBD	
Systems Flowchart		Year 2	TBD	

11. Please provide a 12-month work plan for 2015-2016:

Month	Activity	Person Responsible
July, 2015		
August, 2015		

September, 2015		
October, 2015		
November, 2015		
December, 2015		
January, 2016		
February, 2016		
March, 2016		
April, 2016		
May, 2016		
June, 2016		
July, 2016		

12. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016
(Create a Cadence of Accountability)

NOTE 1: We highly recommend that your team meets, at minimum, one time per month. You are encouraged to find ways to communicate within your team between scheduled meetings, perhaps weekly.

NOTE 2: If you choose to hold Team meetings on the SLT meeting dates immediately following SLT, lunch and a meeting space will be provided for your team.