

College Action Project Worksheet for CAP Projects – January 2016

CAP 3.1.3 – Enhancing transfer resources throughout the College

Champion: Bill Faber

1. CAP Team Members

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2. Describe the **purpose of this project including a description of the associated activities.**

This project will focus on the continued development and deployment of resources targeting increased transfer rates for GRCC students. This project comes out of the preliminary work of CAP 3.1.1 – Promoting Best Practices Among Academic Disciplines, and CAP 3.2.2 – Outreach to Students Eligible for Transfer.

The work of this project will focus on:

- Continuing to enhance academic transfer pathways through the development of resources to support premajors and articulated premajors within the academic departments and programs. This support may include the development and dissemination of materials that explain and facilitate this process with academic departments (e.g., FAQs, best-practices documentation, process flowcharting, annotated Curriculog examples, etc.).
- Working with ADs and Counseling to develop, maintain and track Departmental Advising and Transfer Plans (DATPs) for each academic department and program. Clarifying the differences between Transfer Intents, Pre-majors, and Articulated Pre-majors.
- Increasing awareness among faculty and staff about available college resources thought to enhance student transfer rates. The idea here is to enhance penetration of this content into the college's communication space so more students are able to benefit from these resources. We need to determine what faculty actually need resource-wise. Examples:
 - Expanded Financial Aid resources and access
 - Departmental /program Transfer Guides
 - Departmental/Program Transfer Liaisons through ASA/Counseling
 - Departmental Advising and Transfer Days

3. Describe the **goals** of this Action Project:

- Improved transfer pathways:
 - Continued development of premajors and articulated premajors within the academic departments and programs,
 - Development and dissemination of materials that explain and facilitate this process with academic departments (e.g., FAQs, best-practices documentation, process flowcharting, annotated Curriculog examples, etc.)
- Development, maintenance and tracking of Departmental Advising and Transfer Plans
- Increasing awareness among faculty and staff about available college resources thought to enhance student transfer rates.

4. What **measurable criteria** will be used to determine this project's success?

-Below is a list of potential measures – we will be analyzing these during the first year of the project.

- # of pre-majors developed
- % of departments with developed pre-majors
- # faculty/departments receiving transfer related resources
- % of departments meeting with Transfer and Articulation coordinator
- % of departments with developed transfer resources
- % of departments with developed Departmental Advising and Transfer Plans
- % of departments holding Transfer & Advising information sessions
- # faculty/staff participating in Financial Aid information sessions targeting transfer
- % Departmental/Programs meeting with Transfer Liaisons through ASA/Counseling

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

- This is a new CAP – no data to date.

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

- Percentage of students who successfully transfer/graduate within 6 years of first attending GRCC
- Student satisfaction of GRCC experience after transfer as measured by a survey
- Percent of students who successfully transfer after 8 years

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

- ESP support for contacting students
- IRP data to identify students

- Collaboration with other Transfer CAP team
- Financial Aid Staff to develop faculty resources

8. What **additional resources** will be required to develop and/or sustain the project?

Category		Explanation (one time or recurring)	Which budget will cover these costs?
Supplies/printing		TBD	
Training		Potentially using funds to train team member on pathway opportunities for students (conference)	
Equipment/Software			
Other:		Potentially using funds on marketing transfer programs	
TOTAL Cost Estimate			

9. Will this project require any **additional budget dollars** for the 2015-2016 academic year that have not already been secured?

NO

10. Provide a **12 month workplan** for this project for 2015-2016:

Month	Activity	Person Responsible
July, 2015	Complete CAP Worksheet – Met with Anna Rose to see how this new CAP complements her work.	Bill
August, 2015	Gather Financial Aid/Transfer resources for faculty	Bill and Ann
September, 2015	Develop a plan to determine what faculty need for transfer/financial aid resources Deploy any resources available for current academic year	Bill/Team
October, 2015	Execute the plan to gather information from faculty	Bill/Team

	and analyze results	
November, 2015	Develop resources transfer and financial aid resources for departments	Bill/Team
December, 2015	Develop resources transfer and financial aid resources for departments	Bill/Team
January, 2016	Deploy resources for faculty	Bill/Team
February, 2016	Meet with departments as needed	Ann/Anna
March, 2016	Develop additional resources for faculty	Bill/Team
April, 2016	Collect information from faculty regarding the efficacy of the resources	Bill/Team
May, 2016	Analyze information regarding resources	Bill/Team
June, 2016	Plan for the next academic year	Bill/Team
July, 2016	Develop/update resources as needed	Bill/Team

11. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016

We are scheduled from 9:00am to 10:00am on the first Friday of each month. We will use the middle of the month for sub-team meetings as needed.