

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

CAP: CAP #3.2.1 – Integrate services for students on a transfer pathway, develop a comprehensive transfer student support structure

Champion: Erin Busscher and Lynnae Selberg
(Academic Advising & Transfer Center – AATC)

1. Proposed CAP Team Members:

- Vicki Maxa (MTEC, Faculty, Advising)
- Michael Schavey (Director of Experiential Learning, Honors Program)
- Jodi Gee (SAS faculty, Articulated Programs, Transfer Advising)
- Brent Spitler (SWD faculty, Business, Largest transfer group, Pre-major/Articulated programs)
- TBD (Student Life, Transfer student perspective)
- Scott Lampe (Faculty, Manufacturing)
- Jason Schueller (Enrollment Center, Four year university work experience)
- Morgan Brown (Future transfer student)
- Theresa Freiberg (APSS)
- Jenna Hess (DSS Counselor)

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

The purpose of this project is to continue the development of a comprehensive student support structure by integrating services for students on a transfer pathway. The student support structure that is developed will encourage more students to explore the opportunity for continuation of their education and ensure that those students planning to transfer are able to do so successfully. We will continue to develop transfer events and activities, update web resources and develop the Transfer Center to prepare students for a successful transfer.

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

The goals of this CAP is to create a space that students can come to related to transfer, a space for transfer representatives to be housed and to store their information for students. We will continue to expand our transfer events and collect feedback to insure that these meet the needs of our students as well as our transfer partners. We will work to enhance relationships with our transfer partners and explore new opportunities for collaboration to help our students achieve a successful transfer experience. We will evaluate and enhance our transfer resources available to our students.

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

The objectives (with measurable criteria) for this team for the next few years are:

- Departmental Name Change: we broke out the Counseling & Career Center Department into Counseling & Career Development and into the Academic Advising & Transfer Center to assure that the “transfer” part was in our name and clearly identified.
- Transfer Center: develop the physical structure, gather literature and other pieces from transfer institutions to make it feel and appear like a full transfer center, get transfer representatives to utilize the center. The new Transfer Center will have places for students to come and gather information about our transfer schools and to apply online and research schools online. The center will help students identify when and where to find transfer representatives.
- Workshops: we will develop and implement three workshops (we will offer two daily) which will be hands on using a lap top cart to help educate students on how to use resources to help them with successful transfer planning. One workshop will focus on academic planning and registration, another will be specifically on transfer planning (tools & resources) and the third will be on workforce programs and how you can transfer from these as well with proper planning.
- Four Year Collaborations: We continue to have transfer liaisons (an advisor who is the point of contact for our primary transfer institutions) as well as invite transfer institutions to come to our team meetings to share and update information for us. We will look for new ways to collaborate and share information to help provide more opportunities for our students to enhance their transfer experience.
 - GVSU
 - a) Community College Transfer Task Force
 - b) Counselor/ Advisor Learning Lunch
 - c) Collaborating to present at the NISTS (National Institute for the Study of Transfer Students) Conference
 - d) Collaborative Financial Aid workshops
 - Ferris
 - a) Counselor/ Advisor Learning Lunch
 - b) Participating in their Open Houses as an advising resource
 - Others : we will continue to participate in the learning opportunities presented for us by our partner institutions including but not limited to: lunch & learns, transfer open houses, advisor learning days.
- Website: We will update and enhance our transfer resources available online based on student and transfer representative feedback (along the perimeters of the new GRCC website revisions).
- Events: We will continue to offer our transfer events (transfer planning workshops, 3.2.1 Transfer, Transfer Fair), will add new transfer events (Welcome Week Transfer & Advising Days) as well explore future events to help student transfer success.
- Faculty Training: We will be collaborating with CTE to offer faculty advising workshops that will focus on degree planning, Michigan Transfer Agreement, Transfer Planning & Resources and the GRCC Catalog.
- Transfer Guides: We continue to work with our four year partners to expand the transfer guides available to students who plan to transfer.
- Classroom Presentations: We are presenting in the CLS 100 classrooms about catalog/ catalog year, the Michigan Transfer Agreement and academic planning. This includes planning to transfer and how to use the available transfer resources.

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

Transfer & Advising Day (9/7/16)

- Nine Departments participated
- 22 transfer schools were invited, 18 attended
- Over 500 students came through the event (it had to be moved into the Raider Grill from the Plaza due to the heat and rain- this decreased some participation)

Transfer Fair (10/19/16)

- 34 schools plan to attend, we have had to begin to limit who we can invite due to space limitations.

Classroom Presentations

Since the start of the school year we have given 35 classroom presentations.

Faculty Training

We held the first faculty training on 10/10/16.

Workshops

Since 9/12/16 we have held 14 workforce workshops, 19 transfer workshops and 37 academic planning workshops.

New Transfer Center ~ Physical Structure

August 2016





October 2016



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

- Percent of students who successfully transfer/graduate within 6 years of first attending GRCC (either earning a degree first or not). Michigan metric (Direct Impact)
- Student performance at transfer colleges compared to native student performance (Direct Impact)
- Student satisfaction of GRCC experience after transfer as measured by a survey (Direct Impact)

- Percent of students who successfully transfer after 8 years (Direct Impact)

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

The team will need to meet monthly with work done by team members in between meetings. We will need IR assistance in gathering information/ data, survey implementation & analysis, and the Records Office for transfer student data.

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

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies			
Training			
Equipment/ Software	17,000	Laptops for hands on daily workshops in SCC 336 (20 laptops and cart)	SLT funds were approved
Other			
TOTAL Cost Estimate			

9. Will this project require any **additional budget dollars** for the 2016-2017 academic year that have not already been secured? X NO ___ Yes

No, we have max'ed out our SLT funding. The AATC will cover the remaining event expenses.

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

Month	Activity	Person Responsible	Status as of October 2016
August, 2016	<ul style="list-style-type: none"> • Develop the new workshops: academic planning (including transfer), transfer planning, Occupational degree's (with an option to transfer) • New Transfer Center structure built 	Erin & Lynnae	<ul style="list-style-type: none"> • Workshops completed and began daily (two a day) starting 9/12/16 • New Transfer Center physical structure completed 8/1/16.

September, 2016	<ul style="list-style-type: none"> • Transfer & Advising Day (9/7/16) • Continue Daily Workshops • Begin moving into & utilizing new Transfer Center 	Erin & Lynnae	<ul style="list-style-type: none"> • Transfer & Advising Day was a success. • Workshops Continue
October, 2016	<ul style="list-style-type: none"> • Transfer Fair (10/19/16) • Student & Transfer Representative Survey • Develop & Implement Faculty Transfer Planning workshops • Begin to develop scripts for videos to add to website 	Erin & Lynnae CAP 3.2.1.Team	
November, 2016	<ul style="list-style-type: none"> • Continue Daily Workshops • Evaluate survey results • Continue to enhance the Transfer Center • Implement Faculty Transfer Planning workshops • Continue to develop video scripts 	Erin & Lynnae CAP 3.2.1. Team	
December, 2016	<ul style="list-style-type: none"> • Continue Daily Workshops • Plan website improvements • Send video scripts to Klass for review 	Erin & Lynnae CAP 3.2.1.	
January, 2017	<ul style="list-style-type: none"> • 3.2.1 Transfer (1/18/17) • Continue Daily Workshops • Implement Faculty Transfer Planning workshops • Create videos 	Erin & Lynnae Klass Kwant/CAP 3.2.1. Team	
February, 2017	<ul style="list-style-type: none"> • Continue Daily Workshops • Present with GVSU at NISTS Conference 	Erin & Lynnae	

	<ul style="list-style-type: none"> • Implement Faculty Transfer Planning workshops • Create videos 	Klass Kwant/CAP 3.2.1. Team	
March, 2017	<ul style="list-style-type: none"> • Continue Daily Workshops • Implement Faculty Transfer Planning workshops • Create videos 	Erin & Lynnae Klass Kwant/CAP 3.2.1. Team	
April, 2017	<ul style="list-style-type: none"> • Continue Daily Workshops • Implement Faculty Transfer Planning workshops • Create videos 	Erin & Lynnae Klass Kwant/CAP 3.2.1. Team	
May, 2017	<ul style="list-style-type: none"> • Evaluate Workshop Attendance • Create videos 	Erin & Lynnae Klass Kwant/CAP 3.2.1. Team	
June, 2017	<ul style="list-style-type: none"> • Plan for next year- set goals & objectives 	Erin & Lynnae	

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

All meetings are from 10:00-12:00 in SCC 350.

9/30/16, 10/21/16, 12/2/16, 1/27/17, 2/24/17, 3/24/17, 4/21/17

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

Once our CAP has completed our objectives (see answers to questions #3) the Academic Advising & Transfer Center will plan to incorporate and continue the ongoing components of this work.