2015 GRCC Team Charter

Team Name: WORKFORCE EDUCATION TEAM (WET)
Team Leader: Fiona Hert – Dean of the School of Workforce Development

**Chartering is a two-way process**

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. **Purpose of the Team (What is this team expected to accomplish?)**
   The purpose of the Workforce Education Team (WET) is to convene unit/department leaders impacted by Carl Perkins IV grant to plan, implement, and assess grant purchases and monitor resulting activities to ensure that funds are spent in accordance with the grant.

2. **Decision-making Context and Scope (What level of decision making authority does this team hold?)**
   The WET team makes recommendations to the Occupational Contact Person who, in turn, makes Perkins grant related decisions and forwards progress reports to the Provost and President and the State of Michigan.

   WET combines efforts to determine grant spending priorities and to monitor resulting activities. This team works to ensure that funds are spent according to the guidelines of the grant.

3. **Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? i.e. what will they do?)**

   GOALS of the grant period: 2007-2015:
   - Work for the improvement of occupational programs to meet state and local adjusted levels of performance.
   - Formally evaluate each occupational education program every four years of the grant involving faculty, administrators, students, and Advisory Committee representatives from business and industry.
   - Submit program improvement, professional development, and instructional equipment plans needed to improve and expand occupational programs.
   - Provide activities, programs and services designed to recruit, retain and ensure the success of students in occupational programs non-traditional for their gender, students
with limited English proficiency, minorities and Special Populations students (Perkins Act).

4. Stakeholders and their Key Requirements *(For whom is this team doing their work? What do they want?)*
   - Students preparing for employment and/or attainment of a certificate or degree.
   - Employers seeking a well trained workforce
   - State and Federal government – meeting Core Indicators

5. Resources Needed *(both people and budget)*
   - Occupational faculty/department heads and program directors

6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*
   - Team works collaboratively to solve issues, meet core indicators, and create new programs.
   - Consult Michigan Occupational Deans Administrative Council (M.O.D.A.C.) or Michigan Economic Development Corporation/Community Colleges Service Unit

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*
   Collaborates with Academic Departments, Academic Governing Council and Deans Council through the team and departments.

8. Review Progress *(How and when will the work of this team be reviewed?)*
   The work of the team is reviewed annually with the submission of the final narrative describing the outcomes and activities required from the grant. Core indicators of performance serve as the measure of progress which is compared to other 28 Michigan community colleges.

9. Team Leader, Current Members, and Membership Specifications
   *Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name.*

Fiona Hert, M.S.W., Ed.D. Dean, School of Workforce Development
Membership includes: all of occupational education program directors and department heads, Director of Employment Services, Institutional Research Department Researcher, Associate Dean of Counseling, Advising, Occupational and Disability Support and Retention Services, Dean of Student Affairs, Dean of Interdisciplinary Studies and Instructional Support, and the Associate Deans of the School of Workforce Development.
10. List the major team accomplishments over the past year. *(What are your outcomes?)*
   The team has achieved 100% performance level of five of the six CORE Indicator standards as measured by the State. The 6th CORE Indicator ranked > than 90% of the State standard.

11. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2015?)*
   - Increase graduation rates
   - Increase retention rates
   - Continue to meet all six core indicators as set by the State of Michigan

12. Please describe any current challenges the team is facing.
   None at this time.