GRCC College Action Project Update  
Due to SLT Exec Council:  August 1, 2013

Project Title: Programs of Study  
Academic Alignment 1.2.1

Champion Name: Fiona Hert

August 1 Update Questions

NOTE: All current CAP projects are scheduled to be completed by July, 2014.

The Champion’s responses should be direct and factual to provide a clear picture of its progress, accomplishments, and challenges.

1. Since this project’s inception, GRCC has completed twelve occupational programs of study (POS)-  
Automotive, Business - Marketing & Office Administration & Accounting; HVAC; Dental Hygiene;  
Criminal Justice - Law Enforcement, Corrections & Juvenile Services; Web Design; Computer  
Networking; and, Welding. Four general education curriculum alignment projects (Math, English,  
Science, and Social Sciences) were completed. All reports have been completed and filed on the  
programs of study website. Most importantly, this work has informed Academic Program  
Review (APR) for all the academic programs which have participated in APR to date. As a result  
of the work, multiple course changes, admissions and assessment information, and student  
success data has been analyzed resulting in programmatic improvements. Additionally,  
secondary partnerships have been implemented with support from Cathy Green in arranging  
meetings and curriculum review with high school and technical center staff at both KCTC and  
OAISD. GRCC has participated in statewide efforts and leads the state in the number of  
programs of study completed.

The goal of the CAP for 2012-2013 was to assimilate POS into the APR process. Several meetings  
have been held (2/25/2013, 7/2/2013 and 7/1/2013) with Katie Daniels, Curriculum Specialist,  
Erin Busscher, and Judy Stark, POS facilitator to discuss and plan the implementation process.  
Katie Daniels is working on a revised version of the APR that will include several of the key  
components of the 10 step POS process. Final report meetings were held on June 26 and June 27  
in Lansing for year one and year two reports. GRCC’s Criminal Justice and Web Design presented  
year two reports and Dental Hygiene and Office Administration reported on their work for year  
one. Nikki Banks and Jodi Richhart presented as well as Eve Sidney, Peggy Schoenborn, and  
BethAnn Talsma.

Reviewer’s Comments:

Was it the intent of this CAP to assimilate into the APR process from the beginning? If no, can  
you briefly describe the rationale for doing so? In your opinion, what was the value of this CAP?  
Can you give specific examples of how this project has influenced curriculum change?

It was not the intent of the CAP to assimilate into the APR when this project was conceived four  
years ago during its pilot. It became the goal as a result of the similarities to the process that  
were being asked in APR as a result of the implemention of the new APR process two years ago.  
In order to avoid duplication while also ensuring the assessment of high school to college  
throughsitions, it was decided with consultation from the Associate Provost and Curriculum
Specialist as well as the CAP team that this would take effect. The value of the CAP was the opportunity for faculty to assess their programs for high school students. This work had not been done thoroughly or consistently with a defined process. There have been multiple curriculum changes that are defined within each of the CAP projects. Examples include revising writing standards in Law Enforcement, re-examination of entry level courses in Accounting, pre-requisites in communication in the business (marketing), and increased need for reading skills within Automotive.

2. **Describe the next steps for this Action Project for 2013-14**

   *This CAP will be brought to a close in 2013-2014 as the process of POS will now reside within the APR. The workteam has been established (Katie Daniels and Erin Busscher) to make this transition. A date has not been finalized when the final APR form for 2013-2014 will be completed.*

Reviewer’s Comments:
What must still be accomplished to consider this CAP closed?

What is needed is to finalize the 2013-2014 form which will include the steps of the POS. A follow up meeting is scheduled with Katie Daniels.

3. **What challenges, if any, are you facing regarding this Action Project?**

   What will be challenging is how to incorporate the POS process into a four year APR review cycle as the work should be distributed over multiple years in order to improve efficacy due to the review and analysis of data. Katie Daniels, Erin Busscher, and Fiona Hert have discussed these concerns and are examining how to effectively incorporate this work into year end and APR processes.

4. **What are the measures (data) you are using to document success of your project? How are you performing on those measures?**

   The process measures for this CAP were the total number of POS programs completed. This total was 16 including general education. While not all occupational programs participated, those programs that did (as listed in question1) indicated in each of their individual reports the impact this process had on their programs in such areas as reading levels, admissions assessment, employability skills, internship development, and textbook and course revisions. Outcome measures were determined by each department and results can be found listed in each report on [www.grcc.edu/programsofstudy](http://www.grcc.edu/programsofstudy). If the Executive Committee would like a summary document, this can be provided although it will not capture due to its length the detail of each program area.

Reviewer’s Comments: Since this report will be made available to the general public via the GRCC website, can you include how many total programs we have. For example 16 completed POS out of how many? Also, will the remaining POS be completed as part of APR?
The list of POS was determined to parallel the state goals - the top fifty programs with the highest enrollments or health program related. We had 12 out of 50 and 4 in general education. This was the highest in the state. For GRCC, there are no remaining POS’s as this work will now transition to APR.

Total number of GRCC Programs of Study - First Year – Twelve programs were completed (first year and five second year POS):

<table>
<thead>
<tr>
<th>First Year POS</th>
<th>Second Year POS</th>
<th>Total Number of POS (1st and 2nd year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounting</td>
<td>1. Law Enforcement</td>
<td>12 First Year</td>
</tr>
<tr>
<td>2. Automotive</td>
<td>2. Marketing/Management</td>
<td>5 Second Year</td>
</tr>
<tr>
<td>3. Dental Hygiene</td>
<td>3. Web Design</td>
<td>17 TOTAL</td>
</tr>
<tr>
<td>4. Law Enforcement</td>
<td>4. Corrections</td>
<td></td>
</tr>
<tr>
<td>5. Welding</td>
<td>5. Juvenile Services</td>
<td></td>
</tr>
<tr>
<td>6. Marketing/Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Office Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Web Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Computer Networking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Juvenile Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. HVAC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Do you anticipate that this CAP will NOT be completed by July, 2014? If yes, please discuss those components which you anticipate not being completed. This CAP will be closed out prior to July 2014.

Reviewer’s Comments
Be sure to complete the Closing a Cap form when ready. We will submit a closing CAP form.

6. From your perspective as a CAP Champion, how could the strategic planning process be improved?
   1. It would be improved by GRCC determining what it believes its goals are and then carefully reviewing the data that potentially supports these goals. Once the data is analyzed, it would be useful to determine what resources are currently available to support these goals. An analysis of each service should be considered to examine increased opportunities for improvement or maximization before adding additional resources. An operational plan should also be included as part of the strategic plan and avenues provided for discussion on how this support will occur.

Reviewer’s Comments
Thanks for your suggestions.