

## College Action Project Worksheet for New CAP Projects

**Directions:** Complete this worksheet for each new College Action Project. Email to Donna at [dkragt@grcc.edu](mailto:dkragt@grcc.edu)

CAP Number/Name: **2.2.3 Strengthen our systems to support students in increasing employability skills, seeking employment and job placement.**

CHAMPION: Julie Parks

1. Give a short **identifying title** (under 10 words) to this Action Project.

Exploration of Employment Services and Employment Data for GRCC Students

2. **Proposed CAP Team Members:**

Jen Gable (Nursing Faculty)  
Ron Stevenson (HVAC Faculty)  
Nate Haney (Welding Faculty)  
Steve Henkleman (Machining Faculty)  
David Lovell (Workforce Training)  
John James (Workforce Training-Job Developer)  
Emily Nisley (Counseling and Career Center)  
Rosario-Montes Sutton (Counseling and Career Center)  
Kate Kryger (Biological Sciences)  
Sarah Rose (Disability support services)  
Ryan Gimarc (Talent 2025-Data Lead)  
(Looking for two students)

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

The purpose of this project is to see what we might do at GRCC to strengthen systems to help students find employment (during college and after graduation), assistance in job placement, and obtain employability data on our students.

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

- We will be benchmarking other community colleges and local universities to see/document how they are handling career services and employability skill delivery.
- We will obtain feedback from GRCC students, faculty and staff based on what we discover during benchmarking.
- Produce a written recommendation of next steps for the College to consider to ensure our students are obtaining employability skills, getting hired, and GRCC's has a systematic way to get and maintain employment data to measure their success in the workplace.

5. What **measureable criteria** will be used to confirm this project's success?

A written recommendation of possible next steps for College decision makers.  
A recommended system for obtaining employment and internship data for GRCC.

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

In the long run this project will indirectly impact Perkins indicators related to employment. It may help to create a new indicator of success related to number of students hired after completing programs.

7. What **personnel resources** are required to deliver the project successfully?
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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	0		
Training	0		
Equipment	0		
Other	\$3,500	Mileage and some travel to visit college sites.	We will be requesting money for this
<b>TOTAL Cost Estimate</b>	\$3,500		

9. Will this project require any **additional budget dollars** for the 17-18 academic year that have not already been secured?      \_\_\_NO                        X   Yes

If yes, please describe briefly:

Some travel funds will be necessary as some visits to outstanding career centers and meetings with some State partners will be necessary

10. Is this project **dependent on or related to** any other college action project? (Please explain)

No

11. List the **major activities** associated with this project when implementation begins? (Please explain)

- Gathering data from best college employment/placement offices/processes from around the nation.
- Understanding what is currently provided at GRCC in employment/placement activities.
- Researching innovative technology to see how it may help.
- Outreach and involvement of local employers to provide feedback and resources.
- Conduct feedback sessions or survey GRCC students, faculty and staff on possible recommendations.
- Produce report with recommendations of possible next steps for GRCC to take.

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

Month	Activity	Person Responsible

August, 2017	No activity	
September, 2017	Outreach activities with AACC and MCCA on highly rated community college and university career centers. Gathering information on what is currently done at GRCC	Julie Parks Ron Stevenson
October, 2017	Phone calls, skype and possibly some travel to outstanding career centers. Gathering information on what is currently done at GRCC Exploration of uses of Handshake software Review of possible technology that may assist	Julie Parks Ron Stevenson David Lovell Sarah Rose & Julie Parks
November, 2017	Continuation of October work Employer input activities	Julie Parks, Nate Haney
December, 2017	Group will start outlining possible solutions	Julie Parks
January, 2018	Work sessions on possible solutions, additional information may need to be gathered based on work sessions	Julie Parks
February, 2018	Student, faculty, staff, employer feedback will be obtained	Julie Parks John James
March, 2018	Student, faculty, staff, employer feedback will be obtained	Julie Parks John James
April, 2018	Revisions based on feedback (from sessions and/or surveys)	Julie Parks
May, 2018	Draft recommendations created and board presentations with Workforce End.	Julie Parks

June, 2018	Completed report on activities and recommendations to Provost by June 15.	
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13. When will your Team meet? Please provide **Team meeting dates** for August 2017 to June 2018.  
(NOTE: The SLT budget will cover team lunches on a monthly basis. Please call Donna to discuss.)

September 11, 3:30-4:30  
October 5 9:00-10:00  
October 16 2:30-3:30  
October 31 2:30-3:30  
November 16 3:00-4:00  
November 30 3:00-4:00  
December 11 2:30-4:00  
January 3 12:30 pm-2:00

We are waiting for faculty to confirm Winter schedules before we schedule the Winter semester meetings. We will meet twice a month through April.

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