1. Proposed CAP Team Members:
   Tina Hoxie, Chair
   Cathy Wilson
   Fiona Hert
   John Cowles
   Julie Parks
   Mark Champion
   Erin Cisler
   Susan Lichtenberg
   Loann Keizer
   Julie Lackscheide
   Karen Walker
   Vicki Maxa
   Eric Mullen
   CJ Faculty

2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)
   To explore and develop a plan for integrating career and job placement services design that includes student and alumni employment, career advising and testing, internships, job placement, job shadowing, job search preparation and other related components.

   Describe the **goals** of this Action Project (in 100 words or fewer)
   The goal of this project is the development of a proactive and relevant career and job placement services design that meets the changing and personalized needs of our students and alumni. The proposed service design would assist students and alumni in preparing for, and finding, employment while pursuing and completing their educational goals at GRCC. The project would assess internal and external resources, technologies and tools that would be needed to support the career ready services design. Integrated Career and job placement service models at CC’s would be benchmarked for ideas and plan development. Career and Job reinforcing experience (internships, job shadowing and other) opportunities would be explored and assessed. Improve the process for self-reporting for job placement tracking for graduates. Will also work to improve technology and student access to those services.

3. What **measureable criteria** will be used to determine this project’s success?
   - Survey and track internal stakeholder input on service design
   - Student and alumni input collection on service design ideas and proposed plan
   - Increase and document job placement for degree and certificate students
• Increase and document job shadowing and internship opportunities and placement
• Present career and job placement resources assessment
• Increased opportunities for career service support, job placement support, job shadowing and internship placements
• Percent of GRCC career graduates who are employed in their fields of study
• Regular planning meetings and updates at appropriate campus-wide meetings.

4. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
This project impacts several indicators including the GRCC experience, student success and workforce development. Success will be achieved through the development of a responsive and sustainable integrated career and job placement services plan with enhanced experiences that assist student in becoming employable in their field of student and career interest.

5. What **personnel resources** will be required to deliver the project successfully?
Will need the assistance of GRCC Leadership, Counseling and Career Services, Student Employment Services, Alumni Services, Internship Coordinator, I.T. and stakeholder partners to implement strategies to integrate and offer career and job placement services.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th>Explanation (one time or recurring)</th>
<th>Which budget will cover these costs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>TBD</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Training</td>
<td>TBD</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Equipment/Software</td>
<td>TBD</td>
<td>Career Portal enhancement or expansion. Employment inquiry and employer posting software.</td>
<td>TBD</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Staffing and Physical Service Design and Implementation for integrated service space</td>
<td>Assessment of budget and or FTE resources from existing budgets could determine need and resources.</td>
</tr>
<tr>
<td>TOTAL Cost Estimate</td>
<td>TBD</td>
<td></td>
<td>TBD</td>
</tr>
</tbody>
</table>

7. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? **NO** **XX** Yes
If yes, please describe briefly: We are not able to provide specifics without a service design plan but anticipate there may be cost associated with proposed changes to an integrated model.

8. Provide a 3-month work plan for this project:

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>August, 2014</td>
<td>Create new team and hold initial meeting to define the CAP, outline next steps, and develop strategies for the upcoming year.</td>
<td>Tina Hoxie</td>
</tr>
<tr>
<td>September, 2014</td>
<td>Plan student and alumni survey and focus groups to gain additional feedback on career experience and job placement satisfaction and needs. to gain insight on the type of technology and services they want. Benchmark other models and service designs</td>
<td>Tina Hoxie with team support</td>
</tr>
<tr>
<td>October, 2014</td>
<td>Implement Survey and focus groups data collection Benchmark career experience and job placement models at CC’s. Collect existing institutional data and information to inform the CAP.</td>
<td>Tina Hoxie with team support</td>
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</tbody>
</table>