College Action Project Worksheet for NEW CAP Projects – July 2014

CAP:  2.2.2:  Benchmark and create processes to support the expansion and creation of career learning experiences integrated into curriculum and student experiences.

Champion:   Amy Koning & Susan Lichtenburg

1. Proposed CAP Team Members:  Gayl Beals (Automotive JT), Mike Schavey (Experiential Learning), Bob Schultz (SICE), Julie Lacksheide (RT),

   Consider adding a student to your team? Perhaps one of the students on SLT?

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

   The purpose of this College Action Project is to benchmark and document the process by which current career learning experiences exist at GRCC. This documentation will provide the roadmap to potential new experiences can be easily adapted in other occupational areas of the College.

   Is it not your intent to implement a new, improved process? You seem to stop short of saying so.

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

   - Benchmark existing career learning experiences at GRCC. This will include, but not limited to: Apprenticeships, Interships, Co-ops, Clinical, Externships, Service Learning, Armen Awards, and Study Away. (September – December 2014)
   - Determine the internal and external processes by which each type of career learning experiences were developed. (September – December 2014)
   - Determine any gaps in the existing processes. (September – December 2014)
   - Develop a faculty Career Learning Experiences guide and a company brochure (or possible app) that will enable both parties to have the conversations in the creation and expansion of career learning opportunities for students at GRCC. (January – May 2015)

   Will you develop a communication plan to introduce your new guide? Is it the intent of this project to increase the number of learning opportunities or just to document current processes?

4. What **measurable criteria** will be used to determine this project’s success?

   - Centralized documentation of the existing career learning experiences at GRCC.
   - Documentation of internal and external processes to create career learning experiences.
   - Development of faculty Career Learning Experiences guide.
   - Development of outward facing company brochure (or app) interested in partnering with GRCC on such an experience.

5. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
This CAP may have the capacity to indirectly support Indicator #1: Percent of GRCC career graduates who are employed in their fields of study.

6. What **personnel resources** will be required to deliver the project successfully?
   - IRP: Enrollment data in various career learning experiences.
   - Experiential Learning: Enrollment data in service learning section, Armen Award & study away sections.
   - Faculty/Staff: Rely on faculty/staff experiences to benchmark and start to create processes for the Career Learning Experiences guide.
   - Graphics/Printing: Brochure for companies OR Computer Information Systems students for possible app

   **Have you requested assistance from the departments above? Please do so ASAP!**

7. 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>
</table>
| Supplies           | Undetermined  | • Brochure/app for companies  
|                    |               | • Career Learning Experiences guide                      | SLT?                                |
| Training           |               |                                                            |                                     |
| Equipment/Software |               |                                                            |                                     |
| Other              |               |                                                            |                                     |
| TOTAL Cost Estimate|               |                                                            |                                     |

It seems as if you aren’t far enough along in your planning to have conceptualized project costs? We encourage you to work with your team ASAP to map out your plans.

8. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured?  
   - _____NO  
   - X Yes

   If yes, please describe briefly: The resulting Career Learning Experiences guide and company brochure will require graphic and printing costs.

9. 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>July, 2014</td>
<td>First Team Meeting conducted via email Submit CAP worksheet (July 18)</td>
<td>Amy/Susan</td>
</tr>
<tr>
<td>August, 2014</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>September, 2014</td>
<td>Benchmark existing career learning experiences at GRCC</td>
<td>All Team Members</td>
</tr>
</tbody>
</table>

*We encourage you to assemble your team and establish specific work plans ASAP. We look forward to hearing your progress.*