College Action Project Worksheet for NEW CAP Projects – July 2014

CAP: CAP #3.2.1 – Integrate services for students on a transfer pathway, develop a comprehensive transfer student support structure

Champion: Lynnae Selberg & Erin Busscher

1. Proposed CAP Team Members:
   - Vicki Maxa (MTEC, faculty, counseling)
   - Jennifer Keesen (TRIO, counseling)
   - Michael Schavey (Honors Program)
   - Jodi Gee (faculty, articulated program)
   - Brent Spitler (faculty, business, largest transfer group, pre-major/articulated programs)
   - Raymond Gant (former GRCC transfer student, ESP, counseling)
   - Jason Schueller (enrollment center)
   - Faculty- SWD
   - New Transfer & Articulation Coordinator (when identified)

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

   The purpose of this project is to develop a comprehensive student support structure by integrating services for students on a transfer pathway. The student support structure that is developed will encourage more students to explore the opportunity for continuation of their education and ensure that those students planning to transfer are able to do so successfully.

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

   To identify, develop and implement a comprehensive transfer student support structure to support transfer students through:

   - Benchmark like institutions around transfer initiatives
   - Evaluate & analyze current GRCC transfer services
   - Survey students regarding transfer plans and needs
   - Consult with our four year partner institutions regarding their observations of transfer student needs
   - Explore how partnership with area high schools can enhance early transfer planning
   - Educate both internal and external stakeholders regarding transfer opportunities
   - Using all information above, develop a comprehensive transfer student support plan
4. What **measurable criteria** will be used to determine this project’s success?

   - Increase in the number of transfer students who successfully transfer/graduate within 6 years of first attending GRCC
   - Increase in the number of students enrolled in transfer intent programs at GRCC
   - Increase in the use of GRCC transfer student website & resources

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

   - Percent of students who successfully transfer/graduate within 6 years of first attending GRCC (either earning a degree first or not). Michigan metric (Direct Impact)
   - Student performance at transfer colleges compared to native student performance (Direct Impact)
   - Student satisfaction of GRCC experience after transfer as measured by a survey (Direct Impact)
   - Percent of students who successfully transfer after 8 years (Direct Impact)

6. What **personnel resources** will be required to deliver the project successfully?

   The team will need to meet monthly with work done by team members in between meetings. We will need IR assistance in gathering information/data, survey implementation & analysis, and the Records Office for transfer student data.

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>
<tbody>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment/Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   TOTAL Cost Estimate

8. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? XX NO ___ Yes
If yes, please describe briefly:

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>Develop the team, define our purpose &amp; goals for this CAP.</td>
<td>Lynnae &amp; Erin</td>
</tr>
<tr>
<td>August &amp; September, 2014</td>
<td>Develop a timeline for the first year, begin benchmarking work, develop &amp; implement student survey, begin to analyze current programs for transfer students</td>
<td>Lynnae &amp; Erin</td>
</tr>
<tr>
<td>October- December, 2014</td>
<td>Review first survey results, develop &amp; implement secondary survey, wrap up benchmarking work, finalize year one plan of action, based on analysis of current programs- identify needs and begin to develop/enhance services to meet these needs.</td>
<td>Lynnae &amp; Erin</td>
</tr>
</tbody>
</table>