College Action Project Update Form – Sept 2011
Grand Rapids Community College

NOTE: This project update will be provided to SLT members one week prior to SLT meeting where project is discussed.

Update Date: March 30, 2012
CAP #: 6.1.1
CAP Title: Faculty/Staff Externships
Champion: Amy Koning

Project Purpose: The purpose of this project is to develop a system that will support faculty and staff experiences in our greater community while also providing a simple mechanism to document, measure and share the impact of those experiences on faculty and staff development, as well as student learning. Faculty and staff will engage in activities in the community to connect theory and practice and bring an understanding from the world of the external community into the internal community.

1. Describe recent accomplishments and the current status of activities related to this project.
(Include a updated copy of the Project Worksheet and Timeline along with a narrative discussion of progress.)

September – February: The team has been researching other colleges (4-year and community) faculty externship programs. This included a trip to Calvin College to speak with their externship coordinator. In addition, the team has been collecting GRCC baseline data through IIPDs, SSPDs, and word of mouth for existing faculty/staff experiences at GRCC.

February – March: A rough draft outlining the eligibility and application process was developed and is currently being evaluated by the team.

2. Describe the team involved in implementing this project.

Current Members:
Amy Koning, Champion
Ric Underhile
Kristen Seevers
Julie Parks
Mark Champion
Liz McCormick
Mike Kiss
Luanne Wedge
Tom Neils

Additional members invited:
Karen Walker
Becky Brinks
3. **To what extent have the measurable criteria established for this project been met?** (Prepare a table)

This project is only in the first year, therefore the measurable criteria have not been met. Implementation is scheduled for Summer 13.

4. **Describe the planned next steps for this project.**

As evidenced by our timeline, the next steps for the 2011-12 academic year will be to develop the process and qualifications for a faculty/staff externship (May – July). In addition, a department/person will be identified to “house” this work in one central location. This will include a survey sent to all faculty/staff.

Starting in the 2012-13 academic year, the proposed project will be presented to Deans’ Council, AGC and Cabinet.

5. **What challenges, if any, are you facing in regards to this CAP project?**

It is difficult to develop a baseline of existing experiences at GRCC since they are done on an informal basis. Therefore a faculty/staff survey is being developed and will be implemented prior to the end of the academic year.

Identifying a coordinator for this project may prove to be difficult. This team recommends that the coordinator of this faculty/staff externship could also potentially be a student internship coordinator. Both services are badly needed at GRCC.