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: 3/19/2012
CAP #: 6.2.2
CAP Title: Identify new certificate programs and credentials that meet employer and industry needs
Champion: Julie Parks

Project Purpose: (From Strategic Plan Worksheet)
Identify current certificate programs and why students are not enrolling or completing these certificate programs. Identify barriers and recommend actions regarding tracking, recruitment, completion to overcome barriers. Recommend process to inform faculty/department of new “in-demand” credentials that might be incorporated into current or new programs.

1. Describe recent accomplishments and the current status of activities related to this project.
(Include an updated copy of the Project Worksheet and Timeline along with a narrative discussion of progress.)
- Gathered information and data on all current certificate programs at GRCC.
- Initial meeting with IT to identify possible PS solutions for tracking certificates and expanded credentials within classes.
- Two departments, Computer Information Systems (was Computer Applications) and Job Training Construction have faculty members who are leading the work on identifying additional certificates that are part of current classes, but are not tracked or awarded.
- Meetings with employer groups to identify gaps in current certificate programs and other in-demand credentials. (Meets to date with: Manufacturers Council executive committee, Talent 2025, Kent & Ottawa County food processors, Health Employers council, and the renewable energy supply chain groups).
- Creation of Battery Manufacturing Operator Training (360 hrs), includes Manufacturing Skills Standard Certificate (MSSC) and Occupational Health and Safety 10 hour certification.
- Identification by employers of Community Health Worker Certification, Home Health Aide Program/Personal Assistant program.

2. Describe the team involved in implementing this project.

Mark Dodd (Faculty, Job Training), Szymon Machajewski (Faculty, Computer Information Systems), Jioll Woller-Sullivan (Counseling), Mark Champion (IRP), Kristen Seevers (Tassell M-TEC/Construction Trades). Linda Witte (Training Solutions – Healthcare), Mary Hofstra (Training Solutions Manufacturing), Patrick Coleman (Michigan Works Kent/Allegan County), John VanElst (Pathways Out of Poverty), Christopher Glass (GR Champion of Commerce), William Small (The Right Place & the Michigan Manufacturer’s Technology Center-West).

3. To what extent have the measureable criteria established for this project been met? (Prepare a table)
<table>
<thead>
<tr>
<th>Goals</th>
<th>Accomplished to date</th>
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</thead>
<tbody>
<tr>
<td>Minimum of 4 new credentials or certificate programs will be identified and promoted by Fall 2012</td>
<td>Three have been completed.</td>
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<tr>
<td>Identify current certificate programs and completion rate data.</td>
<td>Complete</td>
</tr>
<tr>
<td>Facilitate (host) employer groups to advise on current &amp; future certificates</td>
<td>5 meetings completed. Recommendations for 4 possible certificates</td>
</tr>
<tr>
<td>Identify barriers to enrollment in current programs and recommendations to overcome barriers</td>
<td>In process</td>
</tr>
<tr>
<td>Produce at least 4 recommendations for tracking, reporting, recruiting students and counselors about certificates and credentials.</td>
<td>In process</td>
</tr>
<tr>
<td>Increase in number of certificate programs or employer recognized credentials over current number</td>
<td>Three new program pilots will be offered by Fall 2012. Six new certificate programs will be recommended for implementation by Fall 2013.</td>
</tr>
</tbody>
</table>

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

Recommendations for overcoming barriers to be recommended Fall 2012 (tracking, marketing, recruitment).
Identification of at least six additional employer recognized certificates and credentials.
Moving non-credit national certificate programs to credit programs (after Job Training Welding Pilot is complete).

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

Faculty, not this committee, needs to create new certificate programs and identify credentials within current classes and programs. This committee will provide information and processes to help the number of certificates to grow.

Implementation of EMSI Career Coach Software is crucial to part of this CAP’s success to give counselors and advisors information on the career pathways and steps along the way, like certificates.