# HCC AQIP Action Project Charter

## The Basics

<table>
<thead>
<tr>
<th><strong>Project Title</strong></th>
<th>Defining a Comprehensive Career/Placement Process</th>
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<tbody>
<tr>
<td><strong>Planned Kickoff Date</strong></td>
<td>To be announced</td>
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<tr>
<td><strong>Planned Completion Date</strong></td>
<td>Two years</td>
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<tr>
<td><strong>Project Sponsor</strong></td>
<td>MaryBeth Trakinat, Vice President of Continuing Education</td>
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## The Project

**Business Case (Why is this project important?) AQIP Item D**

This project was originally identified as an area of importance by faculty and staff participating in the first Campus Conversation Day held on April 28, 2006. The community college Career/Placement Center is partially mandated by the Illinois Community College Board, serving a diverse cross section of internal as well as external stakeholders and providing critical connections among those stakeholders and requested services.

An understanding and promotion of current services and resources will better serve students’ and other stakeholders’ needs. The second part of this project will be to research and define what a comprehensive career/placement process is, analyze the gaps between comprehensive and current practice, and identify resources required to meet the ideal.

**Problem/Opportunity Statement**

With the opening of the Workforce Development Center, it is an opportune time to reassess the needs and expectations of career/placement process stakeholders, including students, alumni, employers, community members, and faculty.

**Goal Statement**

To educate and promote a broad-based understanding and use of available career and workforce services and resources required; define the ideal career resource process; and identify resources to reach the ideal.

**Project Description (100 words or less) AQIP Item B**

The team will regularly meet to:
1. examine the mandates, required credentials of staff and theoretical basis and delivery models involved in career counseling and placement services.
2. review what career and/or placement services are currently being provided, by whom, for whom;
3. assess the internal understanding, use, and promotion of current services;
4. make recommendations to staff on improved promotion of services, if appropriate;
5. research and define the requirements of a comprehensive career/placement process;
6. analyze any gaps between current and comprehensive processes;
7. identify resources required to develop the comprehensive process.

**Primary AQIP Category**

Understanding Students’ and Other Stakeholders’ Needs
**AQIP Item C**

Organizational areas most affected **AQIP Item E**

All academic divisions, Workforce Services, Personal Development & Advising, Community Education, Perkins, Adult Basic Education, and English as a Second Language

Organizational processes most affected **AQIP Item F**

This will strengthen communication and connections among stakeholders and ultimately improve services provided.

Rationale for the proposed time frame **AQIP Item G**

This project is viewed as the initial phase of a future project that may be charged with the actual development and implementation of a Comprehensive career/placement center. As such, the focus is on research and development of a recommendation and considered to be manageable within one year’s time.

Describe the plan to monitor the project’s progress **AQIP Item H**

The action project team will meet monthly, or as otherwise determined by the team, with regular reports to the Coordinating Committee.

Describe the primary outcome indicators of the project’s success **AQIP Item I**

Internal pre- and post-surveys of knowledge of current career resource services offered will be conducted. An indicator of success will be an increase in knowledge of services and resources.

The team goal will be accomplished with the delivery of a report addressing what a Comprehensive career/placement center looks like, what gaps exist between current practice and the ideal, and what resources may be required to move forward.

Describe any other parameters or constraints on the project

The Action Project Team will be responsible for providing regular and timely reports to the Project Sponsor and the AQIP Coordinating Committee.

**The People**

**Important Stakeholders**

Students, including those in Transfer, Career & Technical Education, Adult Basic Education, English as a Second Language, Work Readiness and Continuing Education programs; alumni; community; employers; faculty; & staff

**Team Leader**

To be determined.

**Data Resource**

Other comparable institutions, National Association of Colleges and Employers (NACE), Noel-Levitz survey (administered in fall 2006, providing baseline data)

**AQIP Process Resource**

To be determined.

**Team Members**

To be determined.

**Date of Charter**