**Regional Strong Workforce Project**

**Scope of Work**

**Project: Pilots for Integration of Employment Readiness with Guided Pathways**

**Proposed Purpose:**

This RFA is to pilot the integration of college onboarding strategies, namely improved intake, orientation, and career exploration processes, with Guided Pathways efforts at the colleges. This work will support the implementation of the “onboarding” action plan and help ensure alignment with Guided Pathways as a means to leverage efforts, promote systemic reform, and support the sustainability of proposed changes. Specifically, the Employment Readiness Workgroup is implementing three best practices that align with the principles of Guided Pathways with regard to “Entering the Path”:

1. The development of an intake form that is comprehensive enough to facilitate effective referral of students to appropriate programs and services
2. An orientation process that welcomes students to the campus, effectively informs students — through interactive as well as electronic means — of all the programs and services available to them, and serves as the first step to integrating students into their pathways or learning communities
3. Career guidance and exploration processes that occur before students are required to select their courses of study, thereby ensuring better “fit”, promoting student agency in selecting majors and courses, and supporting ongoing motivation and eventual completion.

All colleges will have the opportunity to submit applications, addressing areas of need in one or more of the three areas, based on a preliminary assessment.

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| **PROJECT COMPONENTS** | **FEEDBACK BASED ON QUESTIONS IN ITALICS** |
| **Proposed funding level:** $60,000 per college   * *Is this enough to achieve the purpose?* * *Should we ask colleges to describe how they will leverage other funds (whether GP funding, institutional effectiveness funding, etc.)?* |  |
| **Roll-out plan:** *Do agree with this proposed roll out plan?*   1. Initial informational meeting, which will serve as a “bidders conference”, with presentation and Q and A 2. Completion of a self-assessment and/or other data collection 3. Preparation of application 4. Implementation: Ongoing team-work and collaboration with other regional teams |  |
| **Participants:** *Do you agree with the participant list proposed?*  For initial informational meeting   1. GP lead for “entering the path” activities 2. Lead decision-maker (Vice President?) overseeing all onboarding and counseling activities   For ongoing work   1. GP lead plus key team members for “entering the path” activities 2. Lead plus team, including staff and faculty responsible for intake, orientation, career assessment/guidance, and counseling, if not already represented in GP staff |  |
| **Self-assessment tools and process:** *Do you agree with this self-assessment approach?*   1. Start with any assessments already completed on “entering the path” 2. Review and address questions provided in supplementary assessment to establish need |  |
| **Consultation (support for application preparation):** *What kinds of consultative support will applicants need?*   * *Group meeting or individual college consultations to complete assessment?* * *Individual college consultations to facilitate preparation of applications?* * *Further consultation needs?* |  |
| **Ongoing communication and implementation** (to ensure a deepening connection between the GP work and ongoing and continuously improving efforts in “entering the path”): *What level of communication should be encouraged? Do you agree with the following?*     1. Monthly meetings/ongoing work of sub-teams at each college 2. Quarterly convenings with other colleges |  |
| **From pilot to implementation and continuous improvement:**   * *What process or evidence should be provided by the colleges to document how they will proceed beyond the pilot to full implementation (learning from the pilot; which practices to adopt, etc.)?* * *What process should colleges describe regarding continuous improvement?* |  |
| **Deliverables:** *What deliverables should be required?* *Do you agree with the following?*   1. Plans to address each proposed topic (based on application) 2. New processes piloted with a sample of staff and students 3. Results of pilots with data 4. Implementation improvement and roll-out plan with timeline |  |
| **Timing:** *Does this timing work?*   1. Informational meeting: September 13, 2018? 2. Self-assessment: September to November, 2018 3. Proposals due: November 30, 2018 |  |