

Strategic Initiative Project Work Plan Report
EDGE Initiative - March 2018

Project Name:	Strategic Planning to Develop EDGE Initiative	Academic Year:	2017 -2018 / Version 1.3 (03_05_18)
Strategic Priority:	#3. Brand through focus on career preparation: Enhance student development through an elevated focus on the critical knowledge, skills, abilities, and attitudes needed to prepare them for achieving career goals	Project Leaders:	Bridgett McDonald, Barbara Musolf, Jay Terry
Team Members:	Mary Lamb, Atawanna Royal, Felisha Shepard-White, Rich Singiser, Ann Showalter, Eric Tack		
Project Description:	<p>Assist stakeholders in understanding career related outcomes (critical knowledge, skills, abilities and attitudes) transferred by CSU and its community to students through curriculum and student activity programs.</p> <p>Strengthen those CSU community relationships that continue to provide opportunities for both student development and demonstration of those outcomes essential to career success.</p>		
Success Measure(s)	<ol style="list-style-type: none"> 1. Improvement in a student's ability to articulate the connection and value added between CSU's learning environment and the career skills needed in the workplace (Qual) <ol style="list-style-type: none"> a. Course or program activity reflections, Resume review, Alumni comparative survey of ability to articulate skills needed in the workplace 2. Improvements in student achievement of career-readiness outcomes (Quant) <ol style="list-style-type: none"> a. Course assessments, Student Activities program assessments, Post-graduation employment and internship activities, community service, Awards from community stakeholders (Resume competition, Elevator Pitch, Hack-a-thons, mock interviews, etc.) 3. Student centered communications strategies that allow faculty mentors and career services to collaborate toward helping students achieve these career readiness outcomes <ol style="list-style-type: none"> a. Advisement sheets, updated syllabi, updated course descriptions, Collaborative activities, orientation and introductory courses 4. Internal and external awareness of the intentional efforts toward career preparation <ol style="list-style-type: none"> a. Advisory Board, EDGE Stakeholder Networking Event, Targeted web presence, EDGE Dashboard 5. Increased student participation in experiences, both inside and outside of the classroom, that facilitate the transfer of these career related outcomes including internships, co-ops, practicums, externships, clinicals or community service activities <ol style="list-style-type: none"> a. Increase percentage of graduates (bachelor's degree) that self-identify with having the following learning experiences (internships, co-ops, practicums, externships, clinicals or community service activities) from 72% to 95% b. Over the next 5 years, increase the number of students completing internships that report a minimum of three outcomes met... by 5 % beginning in year 2 c. Over the next 5 years, increase the number of employee evaluations reporting a minimum of three successfully achieved career ready outcomes by 5% beginning in year 2 d. Increase the average number of outcomes met on the employee evaluations by 2 each year 		

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#	MAJOR TASKS / Action Steps ⁱ	Target Date	Responsibility	Deliverable(s) /Notes (PROGRESS INDICATED IN CAPS)
1	Develop baseline inventory of the career related outcomes in both the academic and student activities areas to determine/identify where the career related outcomes are transferred (Year 1)	January 2017	Team	COMPLETE: Baseline inventory will build upon the inventories completed by the <i>EDGE</i> Task Force
2	Develop communications strategy to promote internal & external awareness of Clayton State's intentional efforts toward student career preparation (Year 1)	May 2017	Team	REVISED: Comprehensive communication plan and timeline
3	Amend curricular and program supporting documentation such that it clearly lists the career-related outcomes that will be achieved. (Year 1)	August 2017	Team, Departments and Units	ONGOING Career advisement sheets, updated syllabi, updated course descriptions, student activity program descriptions
4	Develop EDGE Dashboard/e-portfolio system (Year 1)	December 2017	Team and IT	POSTPONED: <i>EDGE</i> Dashboard/e-portfolio Dec 2016 Prototype - COMPLETED Dec 2017 Full System - POSTPONED
5	Develop assessment strategies and timelines of success measures, career readiness outcomes and targeted skills (Year 2)	January 2018	Team Felisha, Jay, Mary	UNDERGOING MODIFICATION: Document outlining assessment strategies for the success measures & career readiness outcomes to include a timeline, baseline figures and performance targets
6	Improve internal and external awareness of the intentional efforts toward career preparation (Year 2)	January 2018	Team and Sub-committee(s)	Review annually
7	Develop knowledge transfer strategy to assist other majors and programs in adoption of process (Year 2)	January 2018	Team	PILOT IS IN PROCESS: A faculty development workshop has been initiated. The first monthly meeting has taken place and the next has been scheduled for March; The goal is to develop an <i>EDGE</i> Academy for Fall 2018 (taught by faculty person). Specific assessment strategies related to the Academy to be developed as well.
8	Expand the number of majors, programs and activities in a phased timeline of program implementation (Year 2)	Aug 2018 Aug 2019	Team	TWO COLLEGES (Business and Psychology) HAVE AMMENDED OUTCOMES TO INCLUDE PRACTICALLY TRANSFERABLE SKILLS Targeting 8 majors, programs and activities each year; Annual end of year evaluations

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9	Update curricular and program documentation based on previous year's review	Aug 2018 Repeat Annually	Team, Departments and Units	Career advisement sheets, updated syllabi, updated course descriptions, Student Activity program descriptions
10	Expand number and quality of relationships with employers that lead to opportunities for students to demonstrate achieved outcomes (Years 3-5)	Years 3-5	Team	Expanded opportunities for students to demonstrate achieved outcomes; Continued data collection & assessment activities
11	Promote and refine EDGE program (Years 3-5)	Annually	Team	Annual review and report