

Team Action Plan

Strategy/Goal Team Name: Completion/ On-Campus Student Employment

Plan Year: 2013-2014

Team Members: Kathleen Canfield, Valerie Walker, Joan Prendergast, Lori Fiscus, Laura McGee, Donna Carrion, Cliff Brown, Susan Gaare, Sandra Vega-Picchietti, Paula Saltzman

Strategic Goal Supported: Reduce Achievement Gaps, 3.1f

Target Population (Who will be impacted and how many people will be involved?): Currently enrolled students who work on campus, approximately 100 new students are the target.

Brief description of strategy: Improve student success through on campus student employment training program that focuses on engagement, learning and mentoring, while increasing the opportunities available to address the growing economic issues facing students.

Expected Outcomes (What change do you expect as a result of this strategy?): **Students who take part in the training will be better prepared to be employed as student workers.**

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Provide student worker training sessions	Kathleen Canfield, Laurie Reese	July 2013 – January 2014		IT/Laurie Reese Campus supervisors	Student attendance and supervisor requiring students to attend	Flyers, emails, Facebook, Student and Employee Portals	Provide workplace preparation training for students so they are better prepared to begin their work assignment
Evaluate Training of student on-campus workers	Kathleen Canfield	July – October, 2013			Obtaining evaluations from supervisors	Email, phone calls, in-person visits	Compare supervisor’s evaluations of students who completed the training vs. those students who did not

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?):