

Action Project

Institution: Blackhawk Technical College
Submitted: 2007-02-21

Timeline:

Planned project kickoff date: 2006-12-06

Target completion date: 2008-07-01

Actual completion date: 2008-07-01

A. Give this Action Project a short title in 10 words or fewer:

Dress for Success

B. Describe this Action Project's goal in 100 words or fewer:

To establish, implement, and maintain a process that will provide qualifying students/graduates the opportunity to obtain professional attire at no cost. Additionally, participants will be referred to college and community resources that promote confident interview and job search skills leading to successful employment.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Understanding Students' and Other Stakeholders' Needs

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

There are three main reasons why Dress for Success was chosen as an action project: First, the need for appropriate professional attire was observed by front-line staff working directly with students and graduates. Second, the project was initiated through Blackhawk Technical College's Leadership Development Academy. A component of the Academy was designed for participants to undertake a project that would benefit the college community. College leadership felt strongly that this was an opportunity to support the academy participants by recognizing their project. Third, the College's AQIP team agreed that because of the short-term nature in implementing this project, the momentum created by early success could be celebrated and recognized throughout the college.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

Although this action project team is comprised of individuals across the institution, the Student Services area will be most involved in completing this project.

F. Name and describe briefly the key organizational process(es) that you expect this

Action Project to change or improve:

Three key organizational processes expected to improve via this Action Project are: 1. The Action Project referral process will increase a greater awareness of Career Center services. 2. Community partnerships will grow and strengthen due to outreach efforts aimed at gathering support from community agencies and businesses. 3. Student support services will be expanded by adding this resource to our student services' menu.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The length of time planned for this project revolved around our annual spring graduation timeline. The project start date of December 6, 2006, was established by the College shortly after the completion of the Strategy Forum. This allowed our team to begin working immediately on forming project goals. The completion date was established with the idea that services will be in place for Spring 2007 graduates. Following the Plan- Do-Check-Act Cycle, adjustments to this project will be made according to results achieved by September 1, 2007.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

At our early team meetings, we identified success measures as part of our project action planning. We assigned lead individuals to each measure and included target completion dates. We have been conducting regular meetings and continually reviewing our progress.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Several indicators will be used to measure the project's effectiveness, with the first year providing us with baseline data to which future years can be compared. The number of applications received will measure the need; the number of vouchers utilized will measure the actual usage. The number, type, and value of donations will be recorded and used to gauge community involvement and support.

J. Other information (e.g., publicity, sponsor or champion, etc.):

Promotional pieces for this project will be developed to target separately the potential users and the potential donors. We are hoping to utilize BTC students/programs to assist with the development of the promotional pieces. Project information and project successes will be documented on BTC's AQIP website as it becomes operational

Last Action Project Update: 2007-09-10

A. Describe the past year's accomplishments and the current status of this Action Project.

We have completed the following:

- Developed a participant application form.
- Developed an informational brochure to solicit donations from area businesses.
- Established physical locations for storage of donated items, both on and off campus.
- Acquired several interview-appropriate outfits from college staff.
- Targeted area businesses to solicit their donations of clothing and services.

B. Describe how the institution involved people in work on this Action Project.

Our team consists of ten members with representation from support, instructional, and administrative staff. Team members were given assignments to complete between meeting dates. We met with the Student Government Executive Committee to get student input and involvement. During college-wide in-service activities, all staff had the opportunity to learn about this project and participate in project development activities. We involved Blackhawk Technical College's (BTC) publications specialist in developing our brochure and application.

C. Describe your planned next steps for this Action Project.

First, we will contact our targeted area businesses. Then, we will expand our list of potential donors and assign them to team members to contact them. Next, we must promote awareness of this project to students so that they are able to utilize this service. And finally, we will promote awareness of this project to all BTC staff for continued involvement through their donations and student interactions.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

We gave team members assignments to complete between meetings, allowing for efficient use of meeting time. The college then assigned a liaison from the AQIP Steering Team to facilitate development of our action projects. We did find it very effective to break the team into smaller groups to accomplish specific tasks. The diversity of this team provided opportunities to interact with colleagues from all parts of the institution.

E. What challenges, if any, are you still facing in regards to this Action Project?

A challenge continues to be how widely we promote the project, based on our clothing inventory. Our first applicant was excited to participate in the project; however, due to our limited inventory, we were not able to accommodate her needs.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

While feedback regarding this annual report is certainly welcomed, we are comfortable with our progress and do not feel that additional assistance is needed at this time.
