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| **TASK-A** | To coordinate the development of an employer needs assessment focused on training and educational services |
| 1. **Specific Activities to Address Task** | Create a survey which focuses on perceived employer needs as it relates to training and the quality of their existing workforce. |
| Person Responsible | Assistant Director, AIER |
| Timeline | December 2009 |
| Status | Completed |
| Performance Measure | The percentage of positive responses should be above 70% |
| Percent Completed | 100% |
| Next Steps | Evaluate results of survey and report to determine lack of responsiveness and areas for improvement. |
| Comments | Actual response rate was 11%. |
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| 1. **Specific Activities to Address Task** | Department Advisory Council meetings, conducted Spring and Fall semesters |
| Person Responsible | Department Chairs |
| Timeline | Continuous & Ongoing |
| Status | Started |
| Performance Measure | Changing workforce needs will dictate curriculum adaption as directed by council. 90% of meetings will be held at least once a semester. |
| Percent Completed |  |
| Next Steps | Annual Program Review |
| Comments | Advisory Meeting Matrix by department is on file with AIER office for AY 2008-2009. |

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| **TASK-B** | To develop a program to partner with private workforce training providers |
| 1. **Specific Activities to Address Task** | Develop Standard Operating Procedure on establishing private industry and training relationships with individuals outside of GCC. |
| Person Responsible | Assistant Director, CE & WD |
| Timeline | July 2010 |
| Status | In Process. Just started |
| Performance Measure | MOA/MOU data alignment with CE course offerings. |
| Percent Completed | 5% |
| Next Steps | Research being conducted to determine need. Data to be compiled in reports and analyzed. |
| Comments | Compiling industry data from 2008 and 2009 on CE classes that were requested and training completed. |
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| 1. **Specific Activities to Address Task** | GCC representative will join relevant business service organizations on membership basis. |
| Person Responsible | President, VP’s, and other Members of the Management Team |
| Timeline | Continuous and Ongoing |
| Status | Started |
| Performance Measure | Weekly reporting at management team meetings on planning opportunities obtained from attendance at monthly membership meetings. |
| Percent Completed | 100% complete |
| Next Steps | Process information received to develop partnerships with organizations and offerings relevant to the community. |
| Comments | CE course offerings are targeted for growth based on information obtained. |