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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 | Ongoing |
| Status | Completed |
| Performance Measure | Evaluation of survey results for GCC EA 2009, and development of a survey to be disseminated in 2011. Increase response rate of future surveys through development of relevant questions. |
| Percent Completed | 100% |
| Next Steps | Evaluate results of survey and report to determine lack of responsiveness and areas for improvement. |
| Comments |  |
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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 | Completed |
| Next Steps | Annual Program Review |
| Comments | Advisory Meeting Matrix by department is on file with AIER office for AY 2009-2010. |

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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, Data gathered and analysis being conducted. |
| Performance Measure | MOA/MOU data alignment with CE course offerings. |
| Percent Completed | 75% |
| Next Steps | Analysis of data compiled to determine gaps. |
| Comments | Expected completion anticipated for Fall 2010. |
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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. |