Capstone/Team Project

Purpose

To create a culminating project that supports the strategic plan of the institution and program learning outcomes.

Background

All project topics have been approved by the Vice Chancellor. The strongest project topics were selected based upon those that align with the competencies of the program and the strategic plan for Instructional Services, the Centers, and District (See Table 1). These projects were selected as those that would prove useful to the institution and the professional growth of all of the scholars.

Table 1: A Display of capstone projects and their alignment with the strategic plan and Academy outcomes.

<table>
<thead>
<tr>
<th>Project</th>
<th>Program Outcomes</th>
<th>Competencies:*</th>
<th>Captain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a Strategic Enrollment Management Plan (SEM)</td>
<td>Focus on student success and completion</td>
<td>IC: Driving continuous improvement&lt;br&gt;LC: Driving for results</td>
<td>Catherine O’Brien</td>
</tr>
<tr>
<td>Create a schedule that supports educational pathways (2 teams)</td>
<td>Focus on student success and completion</td>
<td>IC: Managing change&lt;br&gt;LC: Managing resources</td>
<td>Madeline Burillo/Mark Tengler</td>
</tr>
<tr>
<td>Create a plan for implementing supplemental instruction</td>
<td>Focus on student success and completion</td>
<td>IC: Deliver high quality work&lt;br&gt;LC: Driving for results</td>
<td>Betty Fortune</td>
</tr>
<tr>
<td>Develop a plan for integrating OERs (Open Education Resources) and/or minimizing textbooks per discipline</td>
<td>Sustain people, processes, and information</td>
<td>IC: Serve customers&lt;br&gt;LC: Acting strategically</td>
<td>Steve Levey</td>
</tr>
<tr>
<td>Develop a course outline database for the website</td>
<td>Internal and external relationships</td>
<td>IC: Serve customers&lt;br&gt;LC: Leveraging opportunities</td>
<td>Norma Perez</td>
</tr>
<tr>
<td>Develop a comprehensive student success and completion agenda</td>
<td>Focused on Student Success in Completion</td>
<td>IC: Driving continuous improvement&lt;br&gt;LC: Driving for results</td>
<td>Betty Fortune</td>
</tr>
</tbody>
</table>
Project Guidelines

• Scholars will have an opportunity to self-select a project based upon their strengths.
• All participants must work on a separate capstone project in teams of no less than three members.
• All projects will be professionally presented at the closing luncheon ceremony.
• All project content and presentations must highlight at least one of the program outcomes:
  o Focus on improving the quality of HCC, protecting the long-term health of the organization and future goals
  o Sustain people, processes, and information as well as the physical and financial assets to fulfill the mission, vision, and goals of HCC
  o Use clear listening, speaking, and writing skills to engage in honest, transparent, open dialogue at all levels of the college and its community
  o Develop and maintain responsive, cooperative, mutually beneficial, and ethical internal and external relationships that nurture diversity and promote success
  o Understand, commit to, and advocate for the mission, vision, and goals of HCC
  o Focus on student success and completion to enhance and maintain the academic rigor and integrity of HCC

• All project content and presentations must highlight at least one of the following Institutional Core Competencies:
  o Deliver high quality work
  o Accept responsibility
  o Serve customers
  o Supporting organizational goals
  o Driving continuous improvement
  o Acting with integrity
  o Thinking critically
  o Managing change
  o Communicating effectively

• All project content and presentations must highlight at least one of the following Leadership Competencies:
○ Acting as a Champion for Change
○ Thinking like an entrepreneur
○ Driving for Results
○ Leveraging opportunities
○ Setting a strategic vision
○ Attracting & developing talent
○ Inspiring & motivating others
○ Acting strategically
○ Demonstrating beliefs & principals
○ Managing resources

• All projects should include the following components in their presentation and the final written report using the “Capstone Project Final Report form (5 copies per project):
  ○ Relevant project title
  ○ Brief abstract: briefly describe issues surrounding the project
  ○ Existing challenges to be addressed
  ○ Anticipated implications for the project
  ○ Position statement
  ○ Implementation Plan
    ▪ Time line
    ▪ Budget/Resources
    ▪ Steps to implement
    ▪ Persons involved in the steps to implement
  ○ Recommendations to the District
  ○ Benefits of implementing the project

Assessment

The projects will be evaluated for meeting the guidelines of the project.