#10

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Tuesday, January 15, 2019 3:02:39 PM
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Page 1: I. Program Overview and Update

Q1 Service Area(s) Reviewed:

Career and Job Placement Center

Q2 Lead Author and Collaborators:

Counselor, Michelle Campuzano and full-time counselors

Q3 Lead/Dean:

Nicole Jones

Q4 Service Area Update (Required): Please summarize the changes, additions, and achievements that have occurred in your service area since the last program review annual update. Note you can access previous years' program reviews here (requires a District username and password).

Mission statement: "The purpose of the Career and Student Employment Center is to educate students, alumni and community members in the career development process. This process includes gaining self-knowledge, exploring career options, and developing skills and a plan of action to realize individual career goals throughout their life-span. In partnership with counselors, faculty and support staff, the center provides students a means of exploring majors and career options. The Student Employment office assists students and alumni to develop employability skills, and to find meaningful employment. The Center fosters collaborations with employers and community groups to provide the link to "real world" work opportunities and assists students to achieve their employment goals."
The Career and Student Employment Center, also commonly referred to as the Career Center, had a total of 1,827 student contacts (including returning and follow-up services) for the 2017-2018 academic year. Campus outreach and collaboration is a vital part of the Career Center. In 2017-2018 the Career Center collaborated with Pathway Academy to conduct a series of career readiness workshops in four sections of their counseling classes. These workshops took place during the fall and spring semesters for a total of 8 classroom presentations. The center also collaborated with San Diego Workforce Partnership's Connect2Careers program which hosted a variety of employment readiness workshops in the Career Center throughout the academic year. A five hour professional development workshop was offered by the Career Center Coordinator and aimed toward faculty teaching career decision making. In the training faculty learned about assessments, labor market demand, in demand careers, and career education majors.
The Career Center had a very successful Career Expo with over 50 employers in attendance. Exit surveys were distributed to both employers and students with very positive and strong feedback. Employers reported a total of 188 anticipated new hires and 121 scheduled interviews. Students reported networking with an average of 6 employers and credited the expo as an opportunity to discover and explore their career options. This feedback further confirms the work we are implementing with Guided Pathways.
For the 2017-2018 academic year the program had a general counselor with a .5 reassign time to coordinate the program and an adjunct career counselor at ten hours a week. The CalWORKs program provided an additional adjunct counselor for one semester, in the fall of 2017 to conduct resume workshops. The center also had an Employment Development Specialist, who was hired in the year prior. The position was funded by 50% Grossmont Union High School District and 50% the San Diego Workforce Partnership. Their assignment ended due to lack of funding by the end of July 2018, in which they worked at 24 hours a week. Due to internal promotions and reassignments, the Career Center staff currently consists of two hourly workers.

Page 2: II. Student Learning Outcomes/Student Services Outcomes Assessment Reflection

Q5 Please provide a summary of your service area's student learning outcome (SLO) and student services outcome (SSO) assessment efforts and findings from 2017/18. For assistance locating assessment information stored in TracDat, please contact the Institutional Effectiveness, Success, and Equity Office at brianna.hays@gcccd.edu.

"After attending a Career Workshop, students will be able to navigate Career and Employment resources and procedures at the Career Center (intake, appointments, job-boards, website, assessments, resume and interview assistance."
 For the fall 20187 semester 80 percent of students reported they obtained new career related skills and information as a result of attending a workshop. For the spring 2018 semester 86 percent of students reported they obtained new career related skills and information as a result of attending a workshop.

Q6 OPTIONAL: Please use the button below to upload any additional/supporting documentation (in Word or PDF format) for the above question.

Career Workshop surveys FA 17 & SP 18.pdf(151.2KB)

Q7 How did (or will) your service area use its 2017/18 SLO and SSO assessment findings to advance student success and improve services to students?

Students were able to gain knowledge in the areas of career decision making and development. The data confirms the need for career related workshops and it demonstrates a high student success rate. The workshop topics are intended to assist students at any point in their career development. Students are given resources and information to help confirm or clarify goals related to their education, career, and employment.

Q8 OPTIONAL: Please use the button below to upload any additional/supporting documentation (in Word or PDF format) for the above question.

Respondent skipped this question

Q9 What are your service area's assessment plans (i.e., which SLOs and/or SSOs will be assessed) for 2018/19?

SLO #1 will be measured again for the 2018-2019 academic year.

Q10 OPTIONAL: Please use the button below to upload any additional/supporting documentation (in Word or PDF format) for the above question.

Respondent skipped this question

Page 3: III. Student Achievement and Institutional Effectiveness

Q11 Please review any research data and/or reports for your service area and summarize the findings and implications for practice.

The center is committed to advocating for all students, but especially those who have been historically underrepresented. In the fall of 2017, 45.5% of non-white/minority students utilized the Career Center and about one third identified as Hispanic. In the spring of 2018, 46.5% non-white/minority students utilized the center and one third identified as Hispanic. The school's data shows there was a positive correlation between using career services and student success (see attachment). Students who utilized career services were shown to have higher retention rates and course success in comparison to all other students. In 2017-2018 the Career Center worked closely with 4 cohort/sections of counseling courses that were tied in with Pathways Academy in both the fall and spring semester. These students were provided with workshops and individualized career counseling appointments.

Q12 OPTIONAL: Please use the button below to upload any additional/supporting documentation (in Word or PDF format) for the above question.

Guided Pathways-Career Center.pdf (562.6KB)

Q13 What steps will the service area take to improve services and/or outcomes (e.g., course success, persistence, degree/certificate completion, or transfer) for the College's disproportionately impacted student groups?To access a detailed report on the College's equity data, click here. To access college-wide student demographic and outcome data, click here.

Students were able to gain knowledge in the areas of career decision making and development. The data confirms the need for career related workshops and it demonstrates a high student success rate. The workshop topics are intended to assist students at any point in their career development. Students are given resources and information to help confirm or clarify goals related to their education, career, and employment.

Q14 OPTIONAL: Please use the button below to upload any additional/supporting documentation (in Word or PDF format) for the above question.

Respondent skipped this question

Page 4: IV. Previous Goals: Update (If Applicable)

Q15 Would you like to provide an update for your previous program review goal(s)?

Yes

Page 5: Previous Goal 1

Q16 Previous Goal 1:

Offer Job Placement and Internship Development Services

Q17 Link to College Strategic Goal(s):

Guided Student Pathways ,

Student Validation and Engagement ,

Organizational Health

Q18 Goal Status

Deleted - Please explain below::
Due to other immediate needs, including basic staff coverage, this goal will be deferred until adequate coverage for the Career Center can be provided first.

Q19 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q20 Please provide the rationale for this goal:

Respondent skipped this question

Q21 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q22 **OPTIONAL** Previous Goal 1 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Respondent skipped this question

Q23 Do you have another goal to update?

No

Page 6: Previous Goal 2

Q24 Previous Goal 2:

Respondent skipped this question

Q25 Link to College Strategic Goal(s):

Respondent skipped this question

Q26 Goal Status

Respondent skipped this question

Q27 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q28 Please provide the rationale for this goal:

Respondent skipped this question

Q29 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q30 **OPTIONAL** Previous Goal 2 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Respondent skipped this question

Q31 Do you have another goal to update?

Respondent skipped this question

Page 7: Previous Goal 3

Q32 Previous Goal 3:

Respondent skipped this question

Q33 Link to College Strategic Goal(s):

Respondent skipped this question

Q34 Goal Status

Respondent skipped this question

Q35 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q36 Please provide the rationale for this goal:

Respondent skipped this question

Q37 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q38 **OPTIONAL** Previous Goal 3 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Respondent skipped this question

Q39 Do you have another goal to update?

Respondent skipped this question

Page 8: Previous Goal 4

Q40 Previous Goal 4:

Respondent skipped this question

Q41 Link to College Strategic Goal(s):

Respondent skipped this question

Q42 Goal Status

Respondent skipped this question

Q43 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q44 Please provide the rationale for this goal:

Respondent skipped this question

Q45 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q46 **OPTIONAL** Previous Goal 4 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Respondent skipped this question

Q47 Do you have another goal to update?

Respondent skipped this question

Page 9: Previous Goal 5

Q48 Previous Goal 5:

Respondent skipped this question

Q49 Link to College Strategic Goal(s):

Respondent skipped this question

Q50 Goal Status

Respondent skipped this question

Q51 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q52 Please provide the rationale for this goal:

Respondent skipped this question

Q53 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q54 **OPTIONAL** Previous Goal 5 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Respondent skipped this question

Page 10: V. New Goals (If Applicable)

Q55 Would you like to propose any new goal(s)?

Yes

Page 11: New Goal 1

Q56 New Goal 1:

To increase the number of students who seek career advising and career counseling by expanding services and access to a comprehensive career center.

Q57 Link to College Strategic Goal(s):

Guided Student Pathways,

Student Validation and Engagement,

Organizational Health

Q58 Please provide the rationale for this goal:

Career exploration and readiness are both vital components of student success. Career services is a specialized service but it is a program that serves all students, whether they are receiving a certificate, associate's degree or transferring, all is done in preparation for the workforce. In order to expand our services and serve more students we will need a career counselor and support staff. From career decision making to employment readiness, a comprehensive career center and staff is needed to offer services from major exploration to employment preparation.

Q59 Please provide the goal action steps for the year (previously "Activities"):

• Hire and train a career counselor, career center supervisor, and career center specialist all at a 1.0 FTE.
• Transition the program into the new Career Center

Q60 How will the goal be evaluated?

Evaluate the number of students served. Determine the number of students who utilize the Career Center in their first year of enrollment. Provide a student evaluation survey for services provided, including workshops and appointments.

Q61 **OPTIONAL** New Goal 1 Additional Documentation: If you have any additional documentation you would like to include in relation to this goal, please use the "Upload" button below. You can upload a Word document or PDF file.

Career Center Model.pdf (228.1KB)

Q62 Do you have another new goal?   **No**

Page 12: New Goal 2

Q63 New Goal 2:   **Respondent skipped this question**

Q64 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q65 Please provide the rationale for this goal: **Respondent skipped this question**

Q66 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q67 How will the goal be evaluated?   **Respondent skipped this question**

Q68 **OPTIONAL** New Goal 2 Additional
Documentation: If you have any additional
documentation you would like to include in relation to
this goal, please use the "Upload" button below. You can
upload a Word document or PDF file.

Respondent skipped this question

Page 13: VI. Resources Needed to Fully Achieve Goal(s)

Q69 Is the program requesting resources this year to
achieve this goal?

Yes

Page 14: V. Faculty Resource Needs

Q70 Are you requesting one or more faculty positions to
achieve this goal?

Yes

Page 15: Faculty Position Request(s)

Q71 Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request
Information) for this position that you are requesting and upload it using the button below.The Faculty Position
Request Form (In Word) can be located here (under Staffing Request Information).Brief Description of the Position
Requested:

1.0 FTE Career Counselor
Provide career counseling through Personal Development classes, individual appointments, vocational tests, or other career guidance
systems.Provide counseling to meet career or occupational objectives. Interpret career assessment results. Provide assistance in job
search and job retention skills.

Q72 Related Program Goal(s):

This relates to goal #1.

Q73 Faculty Position Request Upload 1: Please upload the completed faculty request form for the above position
using the button below. You can access the Word version of the Faculty Position Request Form here.

Career Counselor FacultyPositionRequestForm-2018-19FINAL.docx (20.7KB)

Q74 Faculty Position Request 2 (if applicable): Please
remember to complete the Faculty Position Request
Form (accessible here, under Staffing Request
Information) for this position that you are requesting and
upload it using the button below.The Faculty Position
Request Form (In Word) can be located here (under
Staffing Request Information).Brief Description of
Position Requested:

Respondent skipped this question

Q75 Related Program Goal(s):   **Respondent skipped this question**

Q76 Faculty Position Request Upload 2: Please upload   **Respondent skipped this question**
the completed faculty request form for the above position
using the button below. You can access the Word
version of the Faculty Position Request Form here.

Page 16: VI. Classified Staff Resource Needs

Q77 Are you requesting one or more classified positions   **Yes**
to achieve this goal?

Page 17: Classified Staff Position Request(s)

Q78 Classified Staff Position Request 1: Please remember to complete the Classified Staff Position Request Form
(accessible here, under Staffing Request Information) for this position you are requesting.Brief Description of
Position Requested:

1.0 FTE Career Center Specialist
This position will work with the supervisor to oversee and cover the Career Center hours. They will assist students in finding jobs,
creating resumes, assisting with career fairs, and job placement needs. This person will manage the job board and employer
recruitment. This person will create marketing materials, answer phones, schedule student appointments, and employer tabling for
recruitment.

Q79 Classified Staff Position 1 Related Program Goal(s):

This relates to goal #1

Q80 Classified Staff Position 1 Request Upload: Please upload a completed Classified Position Request Form for
this request using the button below. You can access the Word version of the Classified Position Request Form here.

Career Center Specialist 2018-19 Classified Position Request Form (1).docx(23.3KB)

Q81 ***OPTIONAL***Please use the button below to   **Respondent skipped this question**
upload the position classification description (obtained
from HR).

Q82 Classified Staff Position Request 2: Please   **Respondent skipped this question**
remember to complete the Classified Staff Position
Request Form (accessible here, under Staffing Request
Information) for each position you are requesting.Brief
Description of Position Requested:

Q83 Classified Staff Position 2 Related Program Goal(s):   **Respondent skipped this question**

Q84 Classified Staff Position Request 2 Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here.

Respondent skipped this question

Q85 ***OPTIONAL***Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Page 18: VII. Technology Resource Needs

Q86 Are you requesting technology resources to achieve this goal?

No

Page 19: Technology Request(s)

Q87 Technology Request 1: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Q88 Technology Request 2: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Page 20: VIII. Perkins and Strong Workforce Resource Needs

Q89 Are you requesting Perkins and/or Strong Workforce resources to achieve this goal?

No

Page 21: Perkins Request and Strong Workforce

Q90 Perkins Request and Strong Workforce 1: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Respondent skipped this question

Q91 Perkins Request and Strong Workforce 2: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Respondent skipped this question

Page 22: IX. Supplies/Equipment Resource Needs

Q92 Are you requesting supplies and/or equipment resources to achieve this goal?

No

Page 23: Supplies/Equipment Request(s)

Q93 Supplies/Equipment Request 1: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q94 Supplies/Equipment Documentation 1: Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Q95 Supplies/Equipment Request 2: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q96 Supplies/Equipment Documentation 2 : Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Page 24: X. Facilities Resource Needs

Q97 Are you requesting facilities resources to achieve this goal?

No

Page 25: Facilities Request

Q98 Facilities Request 1: Please provide the information below and remember to complete a Facilities Request Form accessible here: Facilities Request Form

Respondent skipped this question

Q99 Facilities Request 2: Please provide the information below and remember to complete a Facilities Request Form, accessible here:Facilities Request Form

Respondent skipped this question

Page 26: XI. Professional Development Resource Needs

Q100 Are you requesting professional development resources to achieve this goal?

No

Page 27: Professional Development Request

Q101 Professional Development Request 1: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Q102 Professional Development Request 2: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Page 28: XII. Other Resource Needs

Q103 Are you requesting any other resources to achieve this goal?

No

Page 29: Other Resource Requests

Q104 Other Resource Requests 1: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Respondent skipped this question

Q105 Other Resource Requests 2: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Respondent skipped this question

Page 30

Q106 Are you ready to submit your program review? If you click "No," you will be redirected to the start of the program review module.

Respondent skipped this question