Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Career Center Program Review

Year Under Review : 2014-15
Type of Review: Self-Study (4-year review)
Program Description : The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this goal include: career and vocational assessment and testing; occupational computer-assisted career information; an extensive library of occupational files, employer files, occupational books, and reference materials. The Career Center is a multi-purpose area, co-located with the Counseling Office, Transfer Center, Assessment Office and Veteran Services. Keeping the Center centrally located on campus to provide students with a one-stop-shop to explore career opportunities.
Executive Summary (Include a list of team members): D. Spencer
T. Pitock
01SP. Department Goals (Click '?' for Prompt): Hire a Career Center Technician through 3SP or Student Equity funds. There is one staff member assigned to the Yuba College Career Center whose responsibilities as a classified staff member encompasses the Career and Transfer Center, Veteran Services and maintaining the Yuba College job board.

Grant release time for a counselor to Coordinate Career Center activities. This year, there was no Career Center Director to facilitate policies and procedures. The department is underfunded and understaffed. The college needs to consider staffing issues to better serve students. As the center is staffed now, there is no capability to correlate career planning with job availability in the YC service areas. This would be the ideal department to counsel students into employment areas that are in demand in the labor market of the college.

To promote the services offered by the Career Center. Through communication and outreach efforts by attending counseling classes as a guest speaker, with emphasis on assistance offered to students in their transition from Yuba College to the work-force. This will encourage the Career Center's utilization through an informed approach to college exploration.

Improve on the self-evaluation process, and to incorporate student input through student survey measuring the services provided by the career center. Implement the findings on the Department's Student Learning Outcomes for continuous improvement. This will allow for transparency of service through a self-study and assessment, identifying student needs and recommendations in areas that are necessary for improvement.
02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): N/A
03SP. Student Contacts (Click '?' for Prompt): 27 students were seen by a counselor requesting career advice.
832 students signed in at the Career Center.
960 contact were made in the classroom through Career Center presentations.

1819 student contacts were made in 2014-2015.
04SP. Input to Improve (Click '?' for Prompt): Using 3SP and Student Equity hire a classified staff member with career and job development experience to help create innovative programs and resources for student to use.
Other areas for consideration are;
1. Develop a Career Exploration program/webinar.
2. Develop job search "workshops" for graduating students.
3. Develop additional career center resources.
4. Effectively market the career center to students, faculty and staff.

05SP. Course Outlines (Click '?' for Prompt): N/A
06SP. Collaboration (Click '?' for Prompt): The Career Center works closely with the counseling department to evaluate student career and academic choices. Program, such as, Cal Works, Workforce Investment Act, and the Career Technical Education, are

often sought out to provide professional experience, advice and support for students.
07SP. Catalog Currency (Click '?' for Prompt): The program description in the catalog accurately reflects what a student can expect from the Career Center. Page 15 of the catalog reads;
The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this goal include: career and vocational assessment and testing; occupational computer-assisted career information; an extensive library of occupational files, employer files, occupational books, and reference materials.

08SP. Student Progress (Click '?' for Prompt): Career Center presentations in the classrooms were evaluated and student feedback was gathered. Resume writing to include job search strategies was the most popular trends.
09SP. DE Students (Click '?' for Prompt): Career Advising has been administered remotely over the phone and by email for those who cannot physically be present.
10SP.Disproportionate Impact(Click '?' for Prompt): By providing additional recourses to low income students who may not have the technological resources of a household with higher income, the Career Center is assisting students in furthering their education and by helping them to create a better future for themselves and their families. Utilizing the Career Center at Yuba College gives low income students and equitable opportunity to relieve themselves of a low-income job and aids them in the pursuit of a career that could potentially provide them, and their family with a better way of life.
11SP. Mapping (Click '?' for Prompt): Yes
12SP. Core Competencies (Click '?' for Prompt): Because the Career Center is understaffed, tracking and follow through from previous recommendations is difficult to identify. Hiring a Center Technician and granting release time for a counselor would allow for a person(s) to take ownership of the area which will have a positive impact on student success.

Improvements to the Career Center Program have been made. The physical space that is shared between the career, transfer, veteran's affairs and counseling department has been separated, and the career center has been provided a distinctive space within the shared area to allow easy and clear access for students. Signage and the use of partitions has been part of the re-organization process.

The Carpet has been replaced and the center was painted.

Brandman University donated furniture, and chairs were procured to help re-model the space.

The Computers have been replaced and the technology used is adequately supported.

The Career Center webpage was updated to reflect a virtual career center utilizing tools provided by California Community College Chancellor's Office.

13SP. Professional Development (Click '?' for Prompt): None have been scheduled in the 2014-2015 year. Future professional development is to attend a true color seminar and become certified to give the True Colors Assessment.
14SP. Reflection (Click '?' for Prompt): The Career Center has limited staffing which includes 1 classified staff who splits their time between Veteran Service, the Transfer and Career Centers. Student Peer advisors are vital to the program's success.

A Counselor need to be granted 20% release time (6 hours per week) to coordinate activities, such as; the Career exploration webinar, job search workshops and to help market the services to Students, Staff and Faculty. The counselor assigned mush have a background in career development.
Are you ready to submit your final program review?: Yes

Program Recommendation: Release time for a Career Counselor

Grant 20% release time (6 hours per week) to a counselor to coordinate the Career Center activities.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2015-2016
Supporting Evidence : With nearly 2000 students utilizing the Transfer Center each year, coordination of programs within the center is vital to the program's success.

YC - Career Center Program Review

Staffing - Faculty - Grant 20% release time (6 hours per week) to a counselor to coordinate the Career Center activities. (Active)

Budgetary Impact: $15,320.40 per year, based off a Class II, Step 10 Faculty member. Fund from Student Equity, SSSP funds.

Timeline/Responsible Party: Dean of Student Services.

YC - Location: Yuba College - All

Status

Reporting Year: 2014-2015 11/19/2015

Recommendation Progress: Recommendation Needs Improvement/Attention

This is currently being discussed by the counseling department.

Program Recommendation: HIRE A CAREER TECHNICIAN

Hire a TRANSFER/CAREER RESOURCES TECHNICIAN to help with Transfer/Career Administrative duties.

Recommendation Priority: 3. High Priority

Year(s) Requested: 2012-2013, 2014-2015

Supporting Evidence : There is one staff member assigned to the Yuba College Career Center whose responsibilities as a classified staff member encompasses the Career and Transfer Center, Veteran Services and maintaining the Yuba College job board. This year, there was no Career Center Director to facilitate policies and procedures. The department is underfunded and understaffed. The college needs to consider staffing issues to better serve students. As the center is staffed now, there is no capability to correlate career planning with job availability in the YC service areas. This would be the ideal department to counsel students into employment areas that are in demand in the labor market of the college

Evaluation Plan: Utilize Student Equity and 3SP funds.

Plan of Action

Staffing - Technical/Clerical - Hire a TRANSFER/CAREER RESOURCES TECHNICIAN to operate the Career Center and provide career information and assistance to students, staff and members of the community; coordinate activities of the Career Center; prepare and provide current labor market information. (Active)

Budgetary Impact: Range 26, $17.56 per hour, $3044.41 per month, and $35,532.49 annually.

Timeline/Responsible Party: Dean of Student Services.

YC - Location: Yuba College - All

Status

Reporting Year: 2014-2015 11/20/2015

Recommendation Progress: Recommendation Needs Improvement/Attention

Action is required.

Program Recommendation: Career Exploration Webinar

Hold a career oriented webinar available to all students. The Career Center Coordinator would work with the IT department to offer a webinar to all Yuba College students.

Recommendation Priority: 1. Low Priority

Year(s) Requested: 2014-2015

Supporting Evidence : Today technological advances have proven to be a useful tool to make contact with todays student.

Evaluation Plan: The number of students who participate in the activity.

Plan of Action

Technology - Hold a webinar for career development. (Active)

Budgetary Impact: 40 Man hours

Timeline/Responsible Party: Career Center and Information Technology staff

YC - Career Center Program Review

YC - Location: Yuba College - All

Status

Reporting Year: 2014-2015 11/19/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
This recommendation can only be achieved if additional staffing is made available.

Program Recommendation: Job Search Workshops

Offer career related workshops

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2014-2015, 2015-2016
Supporting Evidence : During this evaluation period, students have participated in resume workshops. Expanding the opportunity to include, job search strategies, networking, and interview techniques, would benefit students.
Evaluation Plan: By the number of students registered for the workshops.

Plan of Action

Staffing - Faculty - Hold career oriented workshops for students. (Active)
Budgetary Impact: 80 man hours
Timeline/Responsible Party: Career Center Staff, EOP&S.
YC - Location: Yuba College - All

Status

Reporting Year: 2014-2015 11/20/2015
Recommendation Progress: Recommendation Needs Improvement/Attention
Staffing issues are preventing Yuba College from having Career Workshops on a consistent basis.