**CAREER/TRANSFER CENTER**

**Equity Funding Assessment Summary**

1. Brief narrative describing how the funds were used, objectives to achieving your goals and accomplishments

The New Gavilan College Career/ Transfer Center opened Fall 2015 Semester. The CTC offers services to assist students with information to facilitate a transition to the four-year university. The CTC is available to guide and support students through their job search and career exploration.

**The main goals related to transfer in the Student Equity Reports were; To improve transfer for the target populations identified in the College research as experiencing a disproportionate impact. Activities related to Career/Transfer Center are: To hire a Career / Transfer Coordinator and increase university visits. Specific outcomes and activities are attached. \*Reference: Gavilan Joint Community College District, Student Equity Plan, December 18th, 2015, Transfer Session pages 69-72**

The Career Transfer Center process is to guide students to make an informative Education and Career decision. The Center assists students and the community members in making choices in their career, education, and training. The Career Transfer Center services and resources include and are not limited to provide directly for students via staff, counselors, workshops, classroom visits, email, CTC/Gavilan website, published material. The CTC new location is located in LI 139 near the courtyard. The facility houses the dedicated Career Transfer Center Specialist, and a Student Assistant, 8 computers, workstations, overhead projector and resource materials. Students are referred to CTC or can drop-in or make appointment with CTC Specialist. CTC Specialist, serve as an advocate for students, research information and provide career/transfer resources. CTC Specialist refers students to counselors, special programs, or university representatives for transfer or career exploration, and planning.

2. Describe how you provide outreach to the target groups?

The CTC is committed to work closely with the counseling department, academic senate, department chairs, administration, to ensure the transfer process functions with a high priority for the students The CTC collaborates with a number of programs, particularly those who are underrepresented in the transfer process. These program include; Veterans, DRC, EOPS, TRIO, MESA, Puente. The concern to develop a campus transfer culture; was addressed, thereby increasing the knowledge from the student body about the Career/Transfer Center services which is addressed in the program plan, by improving the communication, by classroom visits, and providing more information to the off- campus sites.

3. How has this activity been captured in your program plan?

Strategy #6 and Goal #1 Improve communication process to increase awareness about planned activities, resources.

CTC collaborate, network and partner with Specialized Programs, Career Technical Education, Counseling, Faculty/Staff, Universities and the Community workforce.

*Here are a few examples*: University Bus Tours, sponsored by CTC (campus wide) Workshops Nurses, (CTE), Resume Writing,(Counseling, Learning Commons, Communication Faculty), Rock N Mock( Communication Club, Chamber of Commerce) Nurses Application(Counseling & CTE) Transfer & Career Day Planning (EOPS, MESA, DRC, CTE), UC Personal Statements and Common Application,(CTC & Learning Commons)Financial Aid for Transfer Students (Financial Aid Dept.),Career/Job Fair Etiquette (Workability 3, Dept. of Rehab., W2 future) Visit to CTC & Classroom Visit (Faculty) University Representative Visits (Workshops: Transfer Admission Planner (TAP), Transfer Admission Guarantee (TAG), CSU Mentor Application, Next Step for Admitted Students, How to Appeal Applications.

4. Do you have modification for you program plan? Yes, because of the increase in visibility of CTC and the institutional growth of Gavilan College there is a need to reach out to the off-campus sites. The Career Transfer Specialist position roles and responsibilities should be expanded to provide services to the three off campus sites (Hollister, Morgan Hill and new location Coyote Valley in San Jose). Most importantly, the accessibility of CTC resources and services will be provided to serve all of our students. In addition, there is a need to expand support staffing with an additional student assistant. A Career/Transfer Center sign need to be installed outside building, where a banner is displayed. A need for equity committee to review and revise the goals established in 2015. For example create a realistic number of students to attend/actively participate in the planned campus visit bus trips. To establish an attainable goal based on the actual participation rates from the previous year. Equity committee should continue to work with the Institutional Researcher to develop specific reports needed by the Student Equity Plan.

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|  Please provide data including the following**\*GOAL E. 2: Career Transfer Coordinator** |
|  | **GOAL E. 2: Career Transfer Coordinator** |  |
|  | **Hire Career Transfer Specialist**  | 11 Months Position filled | July 2015 |  |
|  | **Reopen Transfer Center** | Fall 2015 | August 2015 | Actuals: completed |
|  | **Increase the number of Latino transfer by 2% from (-8%) to (-6%)** |  |  | Actuals TransfersCSU, 2015-16: 126UC , 2015-16: 4  |
|  | **Increase the number of Low Income transfers by 2% from (-7%) to (-5%)** |  |  | No data available |
|  | * **Offer a Transfer/Career Day on campus**
 |
|  | Sponsor **Transfer Day 2016** | Host Transfer Day 2016 | Nov. 5,201623 Universities and Colleges were represented390 Students participated | Increase number from 350- 450Actuals:392 students attended- 42 students more attended |
| Students and Representatives Surveys on file at CTC |
|  | Sponsored Transfer Day 2015 | Host Transfer Day 2015 | Nov 3, 201728 College and Universities representative | Actual:352 Students attended |
| Student and Representative Surveys on file at CTC |
|  | Sponsored Career Day | Host Career Day | March 24,201650 companies were represented562 students and Community Members attended |  562 students and Community Members |
| No establishedgoal |
| Student and Employer Surveys on file at CTC |
|  | Sponsored **Career Day Event 2017** | Host Career Day | Scheduled forMarch 16, 201740 companies invited | 518 students attended |
|  | **-Provide Supplemental Instructions** |
| 2016 | Presentation to academic Senate | Information and awareness | Nov. 2016 |  |
| 2017 | Meeting/Presentation to Gavilan Department Chairs | Information and awareness.Working together to service students | Scheduled Mar. 6,2017 |  |
| Sept. 2015 | Developed and implemented the Career/Transfer Center’s Facebook page | List of Activities and information | Completed |  |
| Sept. 2015 toPresent | Career Development Workshops 2015 Fall Semester –Spring 2017 | Resume writing Counseling/Commination TeacherNurses Application (CTE)Nurses panelJob Fair Etiquette (WA3 & W2Future)Rock the Mock- Com. Club | Surveys were conducted and on file at CTC |  |
| 2015 | Resources Library College and Universities/ Careers | Over 90 Colleges and Universities, includes private, and out on state schools | Students have access to information |  |
| 2016-17 | Information Bulletin Boards & Recourses  | Counseling locationGavilan CampusHollister SiteMorgan Site | Students have access to information |  |
| 2015- present | Facilitate EurekaAnd Career Cafe’  | Group/Individual sessions by CTC Specialist.Done weekly session on Mondays,Student can schedule appointments. |  Tool activated Fall Semester 2015 |  |
| Feb 2016& 2017 | Sponsored Scholarship workshop in partnership with Financial Aid for transfer students includes Dreamers | 2 Scholarship shops Financial Aid Workshops for Transfer Students | Feb. 2016 & 2017Surveys were conducted and on file at CTC |  |
| Fall Semester& Spring2012016 & 2015 |  Class Presentations | Guidance 210 class visit to CTC  | InformationalSept.2015- 2016 |  |
| English Class visit CTC | InformationalSept. 2015 -2017 |  |
| Ethic Classroom visit | Fall 2015-16Over 30 student |  |
| Summer Bridge Program, for new students  | August 2016-17Over 30 Students |  |
| Surveys were conducted and on file at CTC |  |
| 2015-2017 | Developed Career Calendar of Activities | Posted on Website, CTC center and distributed on Gavilan Campus | Fall 2015- Spring 2016Students are able to be aware of activities happening in Center |  |
| 2016 | Developed Career/Transfer Brochure | Available for all | Completed-copies located at CTC, Admissions and Gavilan campus sites |  |
| 2015-16 | Developed Resources  | Information on various college and universitiesCommunity & Gavilan College Resources | Ongoing |  |
|  | **-Create job placement, intern database and identify software for this purpose** |
|  | Developed job/internship posting on CTC website and job/career/intern posting at CTC | Online posting and job board | Ongoing | Actual:Database incomplete |
|  | **-Create Calendar of University Visits to Gavilan College** |
| 2015-present | University & College Workshops/Visits Including individual appointments. Colleges & Universities:UCSC, UC Davis, UC Berkeley, ( includes, Veteran Rep for Veterans ),UC Santa Barbara, CSUMB, CSU East Bay, SJSU,Menlo ParkWilliam JessupGrand Canyon, FIMDHawaii PacificPalo Alto University  | Number of Workshops40 plus | Surveys were conducted and on file at CTC | Host University visits with at least 30 prospective students per visit |
|  |  Example of the type of workshops:TAP & TAP, Personal StatementWhat Next? (Admitted Students) CSU MentorInformation Sessions | Actual: Over 300 students attended 40 + workshopsAverage of 8 students per Workshops |

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|  |  **-Collaboration & Partnerships (GOAL (E:2)** |  |
| 2015 | Collaborated with Counseling Dept.-Next Step Committee | Focus on working together and guidance for Transfer informationFocus on Career/Transfer |  |  |
| 2016 | Partnership with Learning Commons | Assist Students with personal statement and resume review. |  |  |
| 2016-17 | Partnership with Retention Specialist | Students who are undecided on their major,Are referred to CTC by Retention Specialist for Eureka Career Assessment. |  |  |
| 2015-17 | Collaborate with English Teachers | Class Presentation & visit to CTC and Student present Passport |  |  |
| 2015-17 | Collaboration with EOPS/TRIO/MESA/DRC/ Veterans/Puente | University Bus Trips |  |  |
|  | Workshops/Career Development |  |  |
| University Representative Workshops |  |  |
| 2017-Fall/Spring | DRC/Veteran Center | VRC partnership with“Boots to Books Program” ( CTC Presentation) |  |  |
| 2015-16 | Collaboration with CTE | Focus on Careers and Technical Education  |  |  |
|  | **GOAL E.3: Buses University & College Visits** |  |
|  |  |  |  | Measure outcomes |
| 2016-2017 | * UC Merced
* UC San Cruz
* San Jose State
* *Black College Expo*
* Cal State Monterey Bay
* Cal State East Bay
 | Collaborate with EOPS,DRC, Veterans, Counseling, Trio,MESA,Hollister and Morgan Hill sites, Gavilan Library | Student survey completed after each visit. Est: 70 students2015 -2016: 62 Students | Increase visits from 160 to 220 Unattainable goal |

4. Please describe what other funding sources contributed to your activities described in the plan. CTC funding sources are contributed by Equity.

4/21/2017