

EXECUTIVE SUMMARIES AND SELF-STUDY SUMMARIES

Executive Summary: Career/Transfer Center

Major Program Goals:

- Institutionalize funding for CTC personnel and resources
- Increase awareness of CTC on and off campus
- Track student usage of CTC resources, in person and online
- Assess the effectiveness of strategies for promoting CTC
- Collaborate with on-campus and community resources to achieve CTC goals

Concerns/Trends:

- Limited staff
- No institutionalized funding or budget
- CTC is underutilized, due to students lack of awareness or interest
- More resources needed for certain student demographics, such as online students and students identified in the Equity Report

Plans for Addressing Concerns and Trends:

- Request position be increased to 12 months, and request two work study students
- Work to get position and budget funded through general fund
- Develop strategies for student outreach, such as forming partnerships with faculty for visits to classrooms, using social media, establishing a transfer club and career club
- For online students: develop and promote web based resources such as job boards, virtual university visits, self assessment for career choices, etc

IEC Recommendations:

- In conjunction with the VP of Student services, update program plan to reflect more specific, action-based goals and strategies in the following areas: 1. outreach and promotion of CTC, 2. identification of student needs and potential solutions, 3. data collection, 4. collaboration with other groups on and off campus and 5. assessment of current activities
- With the help of VPSS, develop a list of activities, events and resources to achieve the goals identified in the Program Plan
- Work with VPSS to identify ways to secure institutionalized funding for personnel and budget for CTC
- With VPSS, collect salient data with the goal of exploring possibility of increasing hours for coordinator and hiring work study students to help achieve goals identified in program plan
- With the support of VPSS, look into forming an advisory group, perhaps including representatives from counseling, the retention specialist, CTE, EOPS and CalWORKs, to provide support and guidance in articulating mission and long term goals of CTC, and the day to day operations of the center.

Self-Study Summary: Career/Transfer

The new Gavilan College Career Transfer Center opened Fall 2015 Semester.

The concern to develop a campus transfer culture was addressed, thereby increasing the knowledge from the student body about the CTC services which are addressed in the program plan. Focus has been concentrated on improving communication with classroom visits and providing information to the off-campus sites.

Primary focus is to encourage teachers to advocate for CTC as a resource, build awareness. In addition, a CTC website and Facebook page has been developed. CTC coordinates the TAG and TAP programs which are facilitated by University campus visits. To assist students with Career/Jobs, CTC website has a designated webpage where students can view online current job postings and explore employment opportunities directly with Employers. Career Café is an online job search tool where students are connected with Cal Jobs (EDD). Students can complete a Career Assessment with EUREKA to identify their values, interest, skills and aptitude. The CTC staff provides assistance to students individually and group sessions by providing career assessments, resume writing, completing college applications and sharing job search information, thereby making a career selection decision. CTC helps students with job search etiquette, interviewing skills, resume workshops in preparation to meet with potential employers.

Gavilan Career Transfer Center offers assistance to students in transferring to a variety of institutions. Helps guide and support students on their journey beyond Gavilan College and transferring to a four-year college or university. The resource library consists of California and nationwide colleges and career reference material. The CTC is committed to work closely with the counseling academic senate, department chairs, administration, to ensure the transfer process functions with a high priority for the students.

COLLABORATION:

Collaborating with the academic programs such as English, Math and Science classes, including Guidance classes and support programs. Equity students are targeted by the CTC coordinating and collaborating with a number of programs, particularly those who are underrepresented in the transfer process. These programs include; Veterans, DRC, EOPS, TRIO, MESA, Puente. The CTC is committed to working closely with the counseling department, academic senate, department chairs, administration, to ensure the transfer process functions with a high priority for the students

TRANSFER SERVICES FOR STUDENTS INCLUDE:

Individual Assistance, Visits from University Representatives; Transfer Preparation Workshops; Transfer Fairs; Resource Library; Transfer Website and Internet Resources; Referrals; Collaboration and Coordination with Gavilan Guided Pathways Project implementation. Gavilan Career Transfer Center helps students assess career options and explore job opportunities.

CAREER SERVICES FOR STUDENTS INCLUDE:

Career Assessments; Student referrals to Counseling Services for individual career guidance; Student referrals to Counseling Services for individual career guidance; Resource Library;

Current Employment Information; Career Development Workshops; Career Job Fairs; Collaboration and Coordination with CTE's Strong Workforce Program. Currently Gavilan Career Transfer center is operating with a 11 month Career Transfer Specialist and no operational budget. The Gavilan CTC received start-up reopening funds per an allocation from the Gavilan Equity Plan.

Important emerging trends affecting the Career Transfer Center are the need for improvement in the transfer, graduation and certificate outcomes in the Equity goals, improving the career identification and certification of incoming students; and increasing online tools for student self-assessment. Promote the use of SKYPE as communication source for cranium café , virtual connectivity and access for students, advisors , counselors and others based on service demand to satisfy requirements in a timely and close-loop collaborative manner mutually beneficial to all participants. The ability to access information and present students with a 24hr interactive availability hopefully will yield effective results!

Some primary goals and objectives for the short and long term include:

Gavilan CTC has achieved some significant accomplishments since reopening the Center in September 2015. The College Transfer Day Event in November 2015 and 2016 were resumed and embraced by a large number of CSU and Private Universities and Colleges. (On March 16, 2017 an average of 450-500 participants) Similarly on the Career and Job Fair venue (There was an average of 500-550 participants) during this period. Several Employers visited the campus to share insights on the skills needed and spent valuable time talking with Gavilan Students and Community members on expanding and creating a strong workforce to meet changing business demands in a local and globally competitive market!

Gavilan CTC will strengthen its communication outreach, develop partnerships and collaborate with CTE, Faculty, Staff, Students and University/College Admission Representatives to increase and facilitate student transfers from Gilroy main campus, Hollister, Morgan Hill, San Martin and new San Jose Coyote Valley location. Organize and establish a CTC Advisory Board.

INCREASED STAFFING and BUDGET REQUEST INCLUDE:

Recommend increasing the Career Transfer Specialist position to 12 months to support full year career and transfer services for Gavilan students and maximize coverage for outreach to remote campuses in Morgan Hill, San Jose Coyote Valley and Hollister in addition to providing continued guidance and support and outreach to local businesses in the Gilroy community. Add two work/study students to assist and support CTC objectives 2017-2018. Increasing to full year support and the addition of more work/study students will allot the CTC specialist more dedicated time to research, report writing, website development and updating, event planning and visits to offsite campus. Also include time to develop partnerships with local employers and universities and on campus equity groups; EOPS, Veteran, TRIO/MESA, DRC, Puente. Gavilan CTC's expanded student services role creates some key challenges that must be addressed with additional resource and financial needs to maintain student services and implementation of new programs.

Some of the key challenges include:

The need to increase Gavilan student participation, presence at Career Fairs / Transfer Day and CTC Events on campus .In addition there is a need to develop and implement an effective incentive approach to encourage Gavilan student participation. Another recommendation which is supported by a Department Chair was the idea to link Gavilan Career Transfer Center's

website into the academic I-Learn class description as students explore their courses. This may prove to be a valuable information sharing approach to increase overall event awareness and sign-ups at beginning of semester class scheduling.

I sincerely hope this summary overview gives you a glimpse into the progress Gavilan CTC has made over the 2015-2017 operational years. We have identified the emerging trends, as well as potential challenges. With proper planning and continued institutional support, CTC will provide Gavilan students with professional guidance and support that is aligned with the Gavilan College Strategic Plan.