



Career/Transfer Service

Student Services

Vision/Narrative

The mission of the Career/Transfer Center is to provide a variety of programs, services, and resources, to students and the community, designed to assist with the transfer process to a four-year university and be a resource for career research and job opportunities.

Feedback from Supervisor / Dean



Program Objective 1: Continue offering special events, university rep visits, university visits, coordinating with other programs, like CTE, to continue the focus on transfer, careers, and completion.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

No: This is in conjunction with Equity goals.

Progress:

Closed: Developed "Next Step" committee for transfer and career resources

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Per Chancellor's office guidelines, develop an advisory committee that will focus on improving transfer and graduation rates for targeted populations identified in the Equity plan.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Maintain update transfer information

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Continue to offer transfer and career interest workshops on topics such as "Transfer Preparation"

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 4: To get more students to take career interest assessments, collaborate with the SSSP retention specialist to identify Undecided students and have them come in for assessment. Create a survey as follow up to see if students were going to change their major and needed additional career or transfer advice.

Personnel Request - *none*

Non-Personnel Request



Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Create incentives for students to complete the career assessment.	\$ 1000.00	Equity / On-Going
<i>Total Requested</i>	<i>\$ 1000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		11
Budget Committee		
President's Council		



Program Objective 2: Increase the number of students transferring, graduating, or earning a certificate as outlined in Equity report.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: This was a new objective in conjunction with the Equity report.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Increase number of students seeing university reps.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Increase number of students taking career assessments.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Increase outreach to classes to bring students to CTC.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 4: Increase collaboration with SSSP, Equity, CTE and other programs.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 5: Increase number of students and reps attending Career and Transfer Days,

Personnel Request - *none*

Non-Personnel Request



Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Marketing materials	\$ 1000.00	Equity / On-Going
Hospitality./Food for events	\$ 2000.00	Equity / On-Going
Take away/collateral	\$ 1000.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 4000.00</i>	

Activity 6: Have more recognition events for students who are transferring or earning certificates, etc.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Food and give aways	\$ 1000.00	Equity / On-Going
<i>Total Requested</i>	<i>\$ 1000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		11
Budget Committee		
President's Council		