Kaua`i Community College
Annual Program Review Update (APRU) for (<u>Career Center</u>)
2017-2018

At a minimum, each program or unit Annual Program Review Update shall include measures described in UHCCP 5.202. Additional measures may also be used for program or unit assessment.

Program or Unit Mission Statement
The Career Center at Kauai Community College prepares students for academic and career success by helping individuals learn about themselves, explore career options for degrees, make career choices and carry out education and career plans.

Part I. Program Description

Date of Last Comprehensive Review	Career Center opened 2/1/2014 Last APRU Review was on 8/31/17
Date Website Last Reviewed/Updated	Re-Created Career Center Site on 8/30/2018 Last Reviewed on 11/20/2018
Target Student Population	All Kauai Community College Students University Center Students Potential Students Alumni Students
External Factor(s) that Affected the Program or Unit	Limited Data in 2017-2018 due to vacant role 1/2018-08/2018

Part II. Analysis of Quantitative Indicators
Include the Annual Review of Program Data (ARPD; all Instructional programs and Academic Support programs - Library, Technology Resources, Testing Center, Tutoring, and Financial Aid), program-developed metrics (Institutional Effectiveness programs, Office of Continuing Education and Training, campus committees), or metrics required by UHCCP 5.202 that are not provided as ARPD (Administrative Service programs and some Student Support programs) under review in table format below (EP 5.202 and UHCCP 5.202).

	2018-2019	2019-2020	2020-2021	2021-2022
DEMAND				
Outreach Services				
Total prospective				

students in HS class				
Total students registered for Outreach events				
Total students attended Outreach events				
Career Center Website Hits *(Google Analytics)*				
Student Services				
# of Individual Student Appointments				
# of Classroom Presentations/Workshops				
# of Students in Classroom Presentations/Workshops				
# of Focus2Career Assessments				
# of Students attended Career Fair				
Employer Services				
# of new employer contacts				
# of times employers contact career center				
# of employer posts on SECE/JOB CENTER				
# of employers attended career fair				
EFFICIENCY				
Outreach Services				
Outreach Register Rate				

Outreach Attend Rate				
Student Services				
Number of Staff				
Average Attendees for Presentation/Workshops				
% attended career fair Students				
Employer Services				
% of new employer contacts				
% attended career fair Employers				
EFFECTIVENESS				
Net Promoter Score for attending students				
Net Promoter Score for prospective student				
Outreach Services				
HS Student Survey Response Data				
Conversion Rate for Outreach Students				
Student Services				
Career Counseling				
Student Survey Response Data				
Focus2Career Survey Response Data				
Career Fair Student Response Data				

There was limited data provided in 2017-2018 due to a vacant role from January 2018 to August 2018. The Career Center is a one-person unit. A new faculty member was hired to fill this role in August 2018.

Historically, the career center used three service outcomes to meet its mission, student outcomes, and goals:
1. Students will be able to descript & analyze workshop topic(s) positively through survey(s).
2. The Center will offer and collaborate with other campus programs to present on-campus workshops enabling students to build on to their current knowledge of the world of work.
3. Students will be able to access job posting, internships, and career assessments online.

Moving forward, the 2018-2019 APRU will serve as a document to establish baseline data to evaluate the demand, efficiency, and effectiveness of the Career Center.

Career Development Cycle:

Image Courtesy of Bethechangecareer.com

Part III. Assessment Data (EP 5.202)

Assessment results for Student Learning Outcomes (SLOs).

Report on SLO assessment for the prior year.

1. List of the SLOs.
2. Indicate SOs that were assessed in the year of this APRU.
3. Assessment findings.
4. Changes that have been made as a result of the assessment findings.
5. Next planned assessment date.

SLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Assessment- Comprehend and use both formal and/or informal career development assessments				2018-2019
Labor Market Information and Resources- Understand labor market and occupational information and trends. Able to use current resources.				2018-2019
Goal Setting & Action Plan- Developing sound goals that is specific, measurable, achievable,				2018-2019

results-focused, and time-bound.				
Job Seeking and Employability Skills-know job search strategies and placement techniques.				2018-2019

Part IV. Results of Prior Year Action Plans (UHCCP 5.202)

N/A-Baseline APRU

Action Plan	Anticipated Outcome	Actual Outcome

In 2017-2018, the Career Center met with a total 22 students and conducted 43 student appointments on three major topics (15 assessments, 16 career exploration, and 12 job seeking/ employment skills appointments) from September 2017-December 2017.

The Career Center Career Fair took place in April 2018 by Student Affairs Counseling Department. 59 students filled out a survey. The students surveyed felt that the career fair was successful because of all the different job opportunities. 58 employers register for the career fair. 17 employers completed a survey. 70% of employers said that the career fair met their needs and 100% of employers are interested in future career fairs. All but one employer said they would use Career Center services to hire prospective employees.

Part V. Analysis of Alignment with CPR

List the goals that were identified to be initiated, continued, or completed during this APRU cycle, in your last CPR, and if they were achieved. Be sure to include the benchmark, desired outcome, actual outcome, and unit of measure. If you completed your last CPR prior to 2018, please refer to ***** in this section.

N/A Baseline APRU

Goal/Strategic Goal or Priority**	Achieved (Y or N)?		Benchmark	Desired Outcome	Actual Outcome	Unit of Measure

**All Strategic Goals and Priorities are Aligned to the College Mission.Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College's Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
Develop Surveys for student feedback	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Develop targeted surveys to be used at all points in the career development lifecycle	Number of Surveys developed	Year 1 *(2018-2019)*
Develop Curriculum	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Develop Curriculum to be used at all points in the career development lifecycle	Number of curriculum developed	
Build presentation repository	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Develop Classroom and/or Workshop presentations to be used at all points in the career development lifecycle	Number of presentation developed	
Create brochures and other	1,2,3,4,5,6,7,8 9,17,18,20		Create brochures and other	Number of marketing tools	

marketing collateral to promote department		N/A	marketing collateral to promote department	created to promote department	
Build Employer Repository	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Network with Employers to promote school and students	Create employers tracking system	
Build Student Pipeline	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Promote and Engage Student Activities through individual appointments, classroom presentation and/or workshops	Number of students being seen by the career center staff	
Build student job placement assistance capacity	1,2,3,4,5,6,7,8 9,17,18,20	N/A	Implement job placement services		Year 2 (2019-2020)

Part VI. Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

If no resources are being requested, place an "X' here._____X_____

Program Goal	
Resource Requested*	
Cost and Vendor	
Annual Recurring Cost	
Useful Life of Resource	
Person(s) Responsible and Collaborators	
Timeline	

*An approved ITAC Request Form must be attached for all technology requests