Program Assessment Form (Non-Academic Program)

Career Services-Learning Support Services

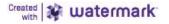


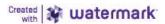


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General Information (Program Assessment Form (Non-Academic Program))





Standing Requirements

NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. The purpose of Career Services is to support students' educational and career goals by providing them with tools, resources, training, work experience, and guidance in support of the Northern Marianas College mission.

OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

Career Services- Learning Support Services Outcome Set

AUO 1

Marked obsolete by Neda Deleon Guerrero on 09/28/2020 7:55:09 am WPST

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

Mapping

No Mapping

CAR.PLO.1

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

Mapping

No Mapping





2020-2021 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN)

Mission Statement

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. The purpose of Career Services is to support students' educational and career goals by providing them with tools, resources, training, work experience, and guidance in support of the Northern Marianas College mission.

Measures

Career Services- Learning Support Services Outcome Set

Outcome

Outcome: AUO 1

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of

employment (AUO).

Marked obsolete by Neda Deleon Guerrero on 09/27/2020

9:55:09 pm WPST

Measure: Sign-in Sheets

Indirect - Other

Details/Description: Students will utilize all Career Center resources readily available.

Acceptable Target: Success Criterion: 10% increase in the amount of students coming into Career

Center.

Ideal Target: Success Criterion: 10% increase in the amount of students coming into Career

Center.

Implementation Plan

(timeline):

Key/Responsible

Personnel:

Beginning of each event/day.

Neda C. Deleon Guerrero

Outcome: CAR.PLO.1

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

Measure: Fall 2020 Kuder Journey Assessments

Direct - Other

Details/Description: New and returning users, created a Kuder Journey profile and completed 3

assessments: Interests, Skills, and Values.





Acceptable Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Ideal Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Implementation Plan

(timeline):

During the Fall semester.

Key/Responsible Neda C. Deleon Guerrero

Personnel: Career Manager

Measure: Kuder Journey Job Preparation Tools

Direct - Other

Details/Description: There were a total of 10 users that utilized the Kuder Job Searching and Planning

tools.

Acceptable Target: *20% of enrolled students will utilize the Kuder Journey Job Preparation Tools

*20% is realistic because not all students will utilize the job search tools in Kuder.

Ideal Target: *20% of enrolled students will utilize the Kuder Journey Job Preparation Tools

*20% is realistic because not all students will utilize the job search tools in Kuder.

Implementation Plan

(timeline):

Once during the academic year.

Key/Responsible Neda C. Deleon Guerrero

Personnel: Career Manager

Measure: Spring 2021 Kuder Journey Assessments

Direct - Other

Details/Description: New and returning users, created a Kuder Journey profile and completed 3

assessments: Interests, Skills, and Values.

Acceptable Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Ideal Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Implementation Plan

(timeline):

During the Spring semester.

Key/Responsible Neda C. Deleon Guerrero

Personnel: Career Manager





SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

Finding per Measure

Career Services- Learning Support Services Outcome Set

Outcome

Outcome: AUO 1

Marked obsolete by Neda Deleon Guerrero on 09/27/2020 9:55:09 pm WPST

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

employment (AOO).

Measure: Sign-in Sheets

Indirect - Other

Details/Description: Students will utilize all Career Center resources readily available.

Acceptable Target: Success Criterion: 10% increase in the amount of students coming into Career

Center.

Ideal Target: Success Criterion: 10% increase in the amount of students coming into Career

Center.

Implementation Plan

(timeline):

Beginning of each event/day.

Key/Responsible

Personnel:

Neda C. Deleon Guerrero

Findings for Sign-in Sheets

Summary of Findings: Number of participants during Spring 2021 Career Prep Week and Virtual

Career Fair: 117 participants

Results: Acceptable Target Achievement: Met; Ideal Target Achievement: Approaching

Recommendations: Career needs to improve on tracking system.

Reflections/Notes: Career Prep Week Workshop participants who completed the surveys were the

only ones counted, not the ones who attended the workshop but not completed

and submitted the survey.

Substantiating Evidence:

2021 Career Fair Attendees (File) (See appendix)

Hiring agencies were not counted as part of the data fir participants.

2021 Career Prep Week Professional Photo Sign-In (Adobe Acrobat Document) (See appendix)





Excel sheet on participants who completed and submitted the surveys from each workshop.

Outcome: CAR.PLO.1

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

Measure: Fall 2020 Kuder Journey Assessments

Direct - Other

Details/Description: New and returning users, created a Kuder Journey profile and completed 3

assessments: Interests, Skills, and Values.

Acceptable Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Ideal Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Implementation Plan

(timeline):

During the Fall semester.

Key/Responsible

Neda C. Deleon Guerrero

Personnel: Career Manager

Findings for Fall 2020 Kuder Journey Assessments

Summary of Findings: 161 new Kuder Journey profiles were created during SY20-21. An excel data

listing attached.

Results: Acceptable Target Achievement: Met; Ideal Target Achievement: Approaching

Recommendations: Continue to promote Kuder Journey. Require all students to create a profile.

Reflections/Notes: Continue to promote Kuder Journey. Require all students to create a profile.

Substantiating Evidence:

Measure: Kuder Journey Job Preparation Tools

Direct - Other





Details/Description: There were a total of 10 users that utilized the Kuder Job Searching and Planning

tools.

Acceptable Target: *20% of enrolled students will utilize the Kuder Journey Job Preparation Tools

*20% is realistic because not all students will utilize the job search tools in Kuder.

Ideal Target: *20% of enrolled students will utilize the Kuder Journey Job Preparation Tools

*20% is realistic because not all students will utilize the job search tools in Kuder.

Implementation Plan

(timeline):

Once during the academic year.

Key/Responsible Neda C. Deleon Guerrero

Personnel: Career Manager

Findings for Kuder Journey Job Preparation Tools

Summary of Findings: 49 users utilized the job search tools to create a resume.

Results: Acceptable Target Achievement: Exceeded; Ideal Target Achievement:

Exceeded

Recommendations: Require all students to utilize Kuder Journey to create resumes.

Reflections/Notes: Require all students to utilize Kuder Journey to create resumes.

Substantiating Evidence:

SY20-21 New Kuder Journey Resume (File) (See appendix)

Measure: Spring 2021 Kuder Journey Assessments

Direct - Other

Details/Description: New and returning users, created a Kuder Journey profile and completed 3

assessments: Interests, Skills, and Values.

Acceptable Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Ideal Target: *60% enrolled in BE111 will create and complete Kuder Journey profile.

*not all BE111 instructors utilize Kuder Journey as assignment.

Implementation Plan

(timeline):

During the Spring semester.

Key/Responsible Neda C. Deleon Guerrero

Personnel: Career Manager



Findings for Spring 2021 Kuder Journey Assessments

No Findings Added

Overall Recommendations

No text specified

Overall Reflection

No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)



2021-2022 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

USE OF RESULTS

STATUS REPORT

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)





2019-2020 Assessment Cycle (Actual Cycle) (ACTUAL Data)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA

SUMMARY OF DATA

USE OF RESULTS

STATUS REPORT

USE OF RESULTS

STATUS REPORT



Appendix

- A. 2021 Career Prep Week Professional Photo Sign-In (Adobe Acrobat Document)
- B. SY20-21 New Kuder Journey Profiles (Unknown File)
- C. SY20-21 New Kuder Journey Resume (Unknown File)
- D. 2021 Career Prep Week Sign-in and Survey responses (Excel Workbook (Open XML))
- E. 2021 Career Fair Attendees (Unknown File)