

# Student Services ePAR Reports - Fall 2013

## Student Services - Counseling - Career Connections

<b>Department Goal 1 - Enhance the Internship Program</b>			
<b>Strategy</b>	<b>Action</b>	<b>Result</b>	<b>Strategy Status</b>
2/16/2012 - Use Transistions grant and CEL time to develop more internship opportunities with local CTE employers	2/16/2012 - CELs will contact former internship sites and encourage them to offer another internship and enter it into Sierra Job Link to enhance offerings, communication and tracking.		2-In Progress
8/28/2009 - Develop electronic forms to facilitate paperless process and online-based internships	2/22/2011 - forms reviewed; timeline for implementation Beta testing summer 2011		2-In Progress
	1/19/2010 - forms delivered from intern; waiting on implementation timeline		2-In Progress
	8/28/2009 - hired VOP intern to create forms	1/22/2010 - Received completed forms from intern	2-In Progress
1/22/2009 - Market program to employers, students and faculty.	1/18/2011 - create on-going timeline for marketing; emails to students, employers & faculty; posters/flyers up on campus; bulletin board changed; website updated with new instructors		2-In Progress
	3/4/2010 - Create Employer marketing piece		2-In Progress
	2/25/2010 - Provide info at Career Spotlight events re: internship program	5/13/2010 - Internship info provided to students and employers at all five events	2-In Progress
	6/1/2009 - on-going announcements through SJL to students and employers about the program		2-In Progress
	4/1/2009 - targeted emails to interested students regarding application periods and follow up emails for those in process		2-In Progress
1/22/2009 - Add a 95 course to at least three departments	2/2/2011 - Discussed PDEV 95 devleopment with current Chair; tentative approval/support provided		2-In Progress
	10/1/2010 - Met with PE dept--Nancy Smith re: training internship Provided curriculum template		2-In Progress
	2/16/2010 - forwarded webcms info to Roz Goldenberg re: PE 95		2-In Progress
	1/22/2009 - Met with Art Department faculty to discuss starting the curriculum process		2-In Progress

<b>Department Goal 2 - Increase the web presence of Career Connections</b>			
<b>Strategy</b>	<b>Action</b>	<b>Result</b>	<b>Strategy Status</b>
2/16/2012 - Further develop new webpage, update visuals and optimize functionality.	2/20/2012 - Get training from Marketing to allow CC staff to update/upload information.		1-New
	2/16/2012 - Expand web presence to address the five main questions of CTC, using new visual presentations.		1-New
3/2/2009 - Maintain and expand online career resources/software	11/2/2009 - Completed What To Do With a Major In...handouts		2-In Progress
	8/3/2009 - Obtained commitment from Financial Aid for \$1000 per year to support SJL		2-In Progress

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### **Department Goal 2 - Increase the web presence of Career Connections**

<u>Strategy</u>	<u>Action</u>	<u>Result</u>	<u>Strategy Status</u>
3/2/2009 - Maintain and expand online career resources/software	6/1/2009 - Develop list of career resources for students and counselors	8/24/2009 - Distributed to counselors throughout the region Handout available to students	2-In Progress
3/2/2009 - Revamp Career Connections webpage	3/4/2010 - re-write content, add resources, upload all handouts		2-In Progress
	1/20/2010 - Reviewed current pages; check links, currency, made list of changes for Mike Price		2-In Progress
3/2/2009 - Maximize Sierra Job Link	1/19/2010 - Used SJL to populate both employer and student participation in Career Spotlight events	3/4/2010 - Green careers: 3500 contacts/emails STEM: 2400 contacts/emails Health & Wellness:	2-In Progress
	8/17/2009 - Assigned Rachelle to maintain SJL, maintain contact with employers	9/1/2009 - delivery on commitment to response to postings or questions within 48 hours	2-In Progress
	2/25/2009 - Presented to Rocklin Rotary on how to connect with veteran students	3/15/2009 - 5 new mentors added to Mentor Network	2-In Progress

### **Department Goal 3 - Develop placement services for students**

<u>Strategy</u>	<u>Action</u>	<u>Result</u>	<u>Strategy Status</u>
2/16/2012 - Direct 10 hours of coordination per week to developing and coordinating placement services for all students, including employer outreach, meeting with students, offering more workshops, increasing on-campus recruitment	2/16/2012 - put request in ePAR; ask for combined CTE and District funding		1-New
2/3/2012 - Add weekly resume workshops and increase resume review opportunities.	1/27/2012 - develop schedule and coordinate staffing for workshops		2-In Progress
1/18/2011 - Further develop role of placement liaison to enhance direct impact on students: develop internships, more individual placement assistance, internship fair	2/22/2011 - assign liaison to work directly with CTE students looking for summer placements		2-In Progress
3/4/2010 - Develop data collection process to capture hiring of Sierra students	8/26/2010 - Use placement liaison to further implement SJL and communication with employers.	12/17/2010 - SJL used for job fair, advisory committees, career spotlights	2-In Progress

### **Department Goal 4 - Increase awareness of career services and resources**

<u>Strategy</u>	<u>Action</u>	<u>Result</u>	<u>Strategy Status</u>
2/16/2012 - Host Regional Workshop on career resources, including RoadTrip Nation.	2/16/2012 - Invite all Sierra faculty, including counselors to attend.		2-In Progress
3/4/2010 - Work with faculty throughout the curriculum, within their courses and classrooms to increase relevance of their subject to career opportunities	2/11/2011 - presentation of CA Career Cafe to CTE committee; six faculty agreed to use resource in class within three weeks		2-In Progress
	2/5/2011 - sent announcement of CA Career Cafe District-wide		2-In Progress

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<b>Strategy</b>	<b>Action</b>	<b>Result</b>	<b>Strategy Status</b>
1/19/2010 - More widely distribute career-related materials throughout District	3/4/2010 - update webpage; load all materials online (tie in with other goal)	11/18/2010 - extensive review and notes taken on needed changes	2-In Progress
	3/4/2010 - Provide career handouts/literature racks to centers	12/1/2010 - All centers and sites have full complement of handouts/racks to display	2-In Progress
		1/29/2010 - Counseling provided with "Career Cube" with 80 slots for information	2-In Progress
	3/1/2010 - Purchase basic sets of career books for NCC and TT	3/15/2010 - Resources allocated from CTE grant	2-In Progress
	4/15/2009 - maintain On the QT mailing list; send out monthly QT's	12/15/2010 - All QT's forwarded for 2010	2-In Progress
6/1/2009 - Update counselors and related staff about offerings, resources, LMI, emerging occupations, hiring trends		5/12/2009 - All QT's distributed for 09-10 school year	2-In Progress
	2/23/2011 - Scheduled for CA Career Cafe training in counselor inservice		1-New
	3/20/2010 - Hosted "Cool Careers in Hot Industries" event, providing global to local perspectives on labor market needs, updated resources, an employer panel and tour of host facility (Ceronix)	3/4/2010 - 98 participants; evaluations indicated high effectiveness, relevance and usefulness; most asked for another event the next year	1-New
	6/1/2009 - Hosted counselors for 2-3 hours each in Career Connections, using "Scavenger Hunt" format to acquaint them with resources and materials.	3/4/2010 - Counselor awareness increased; surveys showed appreciation and met need; increase in counselor and student traffic; interest in on-going updates	1-New