Career Transfer - Division Counseling, Student Success & Equity - Career Transfer

Main

Overview
Academic Year 2024 - 2025
Originator Lopez Jimenez, Daisy
Division Division Counseling, Student Success & Equity
Department Career Transfer
Programs

Co-Contributors

Questions? Find answers in CurricUNET User Manual. (http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html)
Contributor

- Craig-Marius, Renee

- Espinoza, Diego

- Padilla, Diana

Annual Update

1. **Academic Year** 2023 - 2024
   Previous Goals Improve transfer assistance and enhance transfer informational sessions by 3%
    Proposed Activity to Achieve Goal:
   Integrate transfer informational sessions and culture into CAPs and student populations by aligning activity to specific requirements/opportunities at targeted four-year institutions. Fostering a strong relationship to local universities.
   Responsible Party:
   CTC Staff, Success Teams, Student Workers
   Total Three Year Resource Allocation Request:
   1
   Timeline to Completion Month / Year:
   December / 2026
   How Will You Evaluate Whether You Achieved Your Goal:
   Measure student turnout, action steps/goal tracker, transfer agreements/dual enrolment, transfer rate
   End of Year Goal Status In Progress
   Please describe your status (No more than 200 words)

Began hosting transfer applications sessions by academic pathway with plans to continue and increase the available sessions in fall 2026. Begining to include sessions by student populations such as application workshops for first-generation students, veteran students and undocumented students. Support is needed to further strengthen relationships with local universities to increase student awareness of opportunities to connect with universities while on campus and of Gavilan sponsored trips to universities.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)
Yes, the result is further utilizing the career and transfer center to support program specific informational sessions (transfer/ career) and guided pathway culture. Such as the career and transfer center hosting counselor conference watch parties, peer mentor meetings, career and academic pathway success team space for academic specific programming. Hosting space for transfer representatives and being the colleges' point of contact for 4-year universities.

Planning
Objective to increase by 10% instead of 3%

Additional Comments

2. **Academic Year** 2023 - 2024
   Previous Goals Increase Student Engagement in CAP focused career and transfer services by 3%
   Proposed Activity to Achieve Goal:
   workshops/presentations on resume building, interviewing, professional ethic, current job market trends, employer visits, and career panels.
   Responsible Party:
   CTC staff, CAP success teams, student workers
   Total Three Year Resource Allocation Request:
   1
   Timeline to Completion Month / Year:
   December / 2026
   How Will You Evaluate Whether You Achieved Your Goal:
   Distribute and Collect Surveys on Student confidence leve for career/transfer readiness and exit skills
   End of Year Goal Status In Progress
   Please describe your status (No more than 200 words)
   With collaboration from the counseling, Student Success, Equity Division and Dual Enrollment this program is further implementing student centered activities with Title V Peer Mentors. The Career and Transfer Center has not been able to collect feedback to identify barriers/ leads. Guidance and Data is needed to meet this goal.

   Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)
   Yes, as a result, peer mentors by career and academic pathways are available. The Spring 2025 cohort is a group of 9. This program will work closely with the cohort to Implement student centered activities, events, and assignments with collaboration of success teams. It has been a significant change.

   Planning
   Objective to increase by 10% instead of 3%

   Additional Comments

3. **Academic Year** 2023 - 2024
    Previous Goals Increase potential employer visits at the Hollister campus by 3%
    Proposed Activity to Achieve Goal:
    workshops/presentations on resume building, interviewing, professional ethic, current job market trends, employer visits, and career panels.
    Responsible Party:
    CTC staff, CAP success teams, student workers
    Total Three Year Resource Allocation Request:
    1
    Timeline to Completion Month / Year:
    December / 2026
    How Will You Evaluate Whether You Achieved Your Goal:
    Distribute and Collect Surveys on Student confidence leve for career/transfer readiness and exit skills
    End of Year Goal Status In Progress
    Please describe your status (No more than 200 words)
    The Hollister campus opened in January 2025 and staff/ faculty are getting situated. This department has ensured with the Hollister Site Director, there will be an opportunity to utilize space such as the community room to host employer / CTC visits. However, in-person CTC services will be limited due to staff availability and capacity.

    Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)
    Yes, initial results are to be begin spring 2025 or fall 2026 as limited services become avavaible

    Planning
    Objective to increase by 10% instead of 3%

    Additional Comments

4. **Academic Year** 2023 - 2024
    Previous Goals Increase student employment readiness and exit skills for students in CAPs and special programs by 3%
    Proposed Activity to Achieve Goal:
    workshops/presentations on resume building, interviewing, professional ethic, current job market trends, employer visits, and career panels.
    Responsible Party:
    CTC staff, CAP success teams, student workers
    Total Three Year Resource Allocation Request:
    1
    Timeline to Completion Month / Year:
    December / 2026
    How Will You Evaluate Whether You Achieved Your Goal:
    Distribute and Collect Surveys on Student confidence leve for career/transfer readiness and exit skills
    End of Year Goal Status In Progress
    Please describe your status (No more than 200 words)
    Activities to achieve the goal continue. Additional support is needed to increase capacity. This department will collaborate with Counseling, Student Success and Equity Division to develop and utilize a cohesive student event satisfaction/ feedback/ confidence survey to evaluate goals.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

Yes, 1 career and academic pathway specialist position has opened and filled to support the STEM department and occasional campus-wide activities such as the annual transfer fair and career fair. As a result the STEM department has a functional and successful department team to further support students with career/ transfer readiness and exit skills. There is potential for other academic departments to open and hire for similar positions. There is ongoing efforts for CAP Success Teams to further integrate career/transfer readiness but need structural college changes to make a significant progress.

Planning

Objective to increase by 10% instead of 3%

Additional Comments

Resource Requests

Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** Staffing and Student Success
   2. Request amount 50000
   3. Type of Request Personnel
   4. Alignment to Goal(s) Increase Student Engagement in CAP focused career and transfer services by 3%
   5. Is this a one-time or ongoing expense. Ongoing
   6. Category of Request (Select all that apply).

   - Faculty Special Assignment or Reassigned Time
   - Part-Time Classified Professional or Student Worker

   7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.
   Which of the following best describes your requests?

   - Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

   8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)
   50000 for 1 faculty assignments or 1 part-time classified professionals to increase resources needed to provide program specific career and transfer support to Arts & Media Students and Social Sciences & Humanities Students. Primary responsible for student career readiness, internship development, and university tours.

2. **1. Request Name (short title)** Transfer Specialist
   2. Request amount 50000
   3. Type of Request Personnel
   4. Alignment to Goal(s) Improve transfer assistance and enhance transfer informational sessions by 3%
   5. Is this a one-time or ongoing expense. Ongoing

6. Category of Request (Select all that apply).

- Full-Time Faculty
- Part-Time Faculty
- Full-Time Classified Professional

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.
Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)
50,000 for 1 full-time classified professional or 1 reassigned (.50) Transfer Counselors, which can support students and the transfer center exclusively with transfer resources at the Gilroy and Hollister Campus. Their input can be utilized to determine common trends and student needs for the Transfer Center to coordinate and provide group sessions to fill those needs. As will the Career and Academic Pathway Success Teams.

3. **1. Request Name (short title)** Ongoing operational budget for Transfer Center and Career and Academic Pathways
    2. Request amount 22500
    3. Type of Request Non Personnel
    4. Alignment to Goal(s) Increase student employment readiness and exit skills for students in CAPs and special programs by 3%
    5. Is this a one-time or ongoing expense. Ongoing
    6. Category of Request (Select all that apply).

    - Non-Instructional Supplies and Materials
    - Professional Development
    - Travel and Conference
    - Professional or Contracted Services
    - Repairs and Maintenance
    - Other

    7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.
    Which of the following best describes your requests?

    8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)
    22500 essential for sustaining and expanding the transfer center staff with equipment such as office supplies, event supplies & food, digital tools for students such as "what can i do with this major", transfer application coupon codes, materials for our visiting university representatives and employees. Additional funding for professional development and work conference travel.

Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

The Career & Transfer goals require adjustments to better support student success. A key adjustment includes increasing goal objectives from 3% to 10%. (Baseline of 70 appointments, 154 class visits, 42 university representative contacts, 230 student participants at the transfer fair) Additionally, there is a need to strengthen integration of career and transfer discussions and activities within classrooms to better engage both students and faculty. A critical objective as many of our students remain online and as our community grows in the Hollister Campus. University connections, career exploration, employment opportunities, and industry connections are expanding. Faculty are actively working to clarify pathways, providing the Transfer Center to facilitate relevant program mapper sessions and transfer workshops before assisting students with their transfer applications. Collaboration is a driving force behind these efforts. The Student & Equity Achievement Department, Career & Academic Pathways Success Teams, and newly established roles including the STEM CAP Specialist, Senior Research Analyst, and Director of Institutional Research & Planning are a pivotal role in reshaping transfer success. As the transfer center continues to evolve, its role continues to be the hub for career and transfer support, ensuring its resources align with the 8 Career & Academic Pathways.

Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File