

Career & Student Employment Services

Program Review Plan of Action – Timeline 2015 / 2016

Goals	LT- ST* OG*	Action	Timeline	Progress
<b><u>Standard One; Department Mission, Goals, and Outcomes:</u></b> <u>Recommendation / goal to create a staffing succession plan for CSES</u>  <b><u>Standard Two; Programs and services: Recommendation / goal to Development of standard workshop and skill development content</u></b>	ST	Director and staff will review CSES staff positions and create a plan of succession. Director CSES will meet with CSES staff to formulate a succession plan for each CSES position	-September – November 2015  To be completed January 2016 after assistant director position is filled	Assistant Director position has been submitted in PARS for review and posting August 2015
	ST	Director and Staff will develop a standard content for workshops and student skill development training. Advisors will be instructed to deliver specific content in the workshops they present.	September – October 2015	

<p><b><u>Standard Three; Leadership and Staffing:</u></b></p> <p><b>Recommendation / goal hire an Assistant Director</b></p>		<p>With the retiring of two Advisors CSES will request that one of the positions to be upgraded to an Assistant Director status in order to facilitate better supervision of CSES staff, programs, and initiatives. CSES Director will submit a request for an Assistant Director position to the Vice President of Student Affairs. And proceed to search for and hire for the position.</p>	<p>Send for HR review August 2015.</p> <p>Post position September 2015</p> <p>Bring position recipient on January 2016</p>	<p>Assistant Director position has been submitted in PARS for review and posting August 2015</p>
<p><b>Marketing:</b></p> <ul style="list-style-type: none"> <li>Website update split the pages for employers and students</li> <li>Meet with Institutional Marketing to discuss web presence, including direct access to CSES from homepage.</li> <li>Develop and implement a strategic marketing plan. Areas for development: <ul style="list-style-type: none"> <li>Visibility - signage</li> <li>Marketing - to all constituents: students, faculty, administrators, employers, sponsors, and other key decision makers.</li> </ul> </li> </ul>	<p><u>ST</u></p> <p><u>ST</u> <u>&amp;OG</u></p> <p><u>ST</u> <u>LT</u> <u>OG</u></p>	<p>CSES has drafted a plan to split website pages to separately address students, employer, and faculty. Web pages will be reviewed with IM after new college website is launched</p> <ul style="list-style-type: none"> <li>CSES Director will determine the method to access IM to discuss web presence, including direct access to CSES from homepage.</li> </ul> <p>CSES will work with SLCC Institutional Marketing to formulate a three year comprehensive Marketing plan to include signage, marketing of services, and sponsorships. Pieces of the plan will be implemented as the plan is developed and some parts of the plan development will be ongoing as new methods and delivery options become available.</p>	<p>August 2015</p> <p>Prototype review September 25<sup>th</sup> 2015</p> <p>Begin discussion September 2015 &amp; ongoing. Implementation is ongoing</p>	<p>Meeting held August 31<sup>st</sup>, 2015</p> <p>Fall Job Fair marketing pieces under development</p>

<p><b>Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>Academic and Career Advising and CSES - define roles and functions of each department. and where they cross.</li> </ul> <p>Expanding and varying CSES assessments</p> <p>Advisor at Meadowbrook – relocating that advisor.</p> <p>Addressing the needs of students at West Valley and the expansion of West Pointe.</p> <p>Administrative support for South City Staff</p>	<p><u>LT</u></p> <p><u>LT</u></p> <p><u>OG</u></p> <p><u>LT</u></p> <p><u>OG</u></p>	<p>CSES Director will schedule with the AVSPSPS and the Director of Career And Academic Advising to meet and discuss the process and time line to specifically define the roles of CSES and CAA in Career Development. Review any additional training staff will need to carry out their specific rolls.</p> <p>CSES will designate specific elements of CSES aimed at continual improvement to be assessed each year.</p> <p>CSES Director will continue to monitor institutional progress in development of the WestPoint Center and subsequently the location of CTE &amp; SAT Career &amp; Employment Advisors now at Meadowbrook.</p> <p>CSES has designated a staff member to have office hours and assess and address CSES needs of WVC.</p> <p>CSES will review the present administrative support for South Campus to determine the best way to provide administrative support for Career &amp; Student Employment Services.</p>	<p>September 2015 – October 2015</p> <p>Fall semester 2015 and ongoing</p> <p>Fall semester through Spring Semester 2015</p>	
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