

Career Services Center

2019 Program Review

MJC Program Review 2019

Modesto Junior College's Program Review process is divided into 3 sections:

- Program Analysis (SWOT Analysis)
- Goal Setting and Activities
- Resource Request

Program Analysis

Internal Strengths

1. What strengths does the analysis of student data reveal?

Wide spectrum of services for students: career fairs, employer direct division/campus tabling, career preparation workshops, and work-based/service learning opportunities
Diverse, culturally competent, credentialed staff

2. Are there specific aspects of the program that are exemplary or could serve as a model?

Web-based access to employment options/information (full/part-time, volunteer, internships, events info) via our online job board mjc.jobspoker.com Collaboration with campus and community stakeholders (CTE Expo, English Language Learners College and Career Fair, Guidance Collaboration, Modesto Chamber of Commerce State of Business and Education Committee, Center for Human Services)

3. What do others see as the program's strengths?

Positive, passionate, engaging, team Ability to connect with Workshops/contacts provide information that students can transfer into life, college and workforce

4. How well are students meeting program learning outcomes, skills, or competencies; and how are they relevant to careers in your discipline or industries for which you help prepare students?

All information/services offered are relevant to careers Students receive assistance developing and implementing career plans while fostering relationships with the business community

Internal Weaknesses

5. What gaps are observed by reviewing the student data?

Student access points remain via classroom outreach Marketing/Awareness: of services and locations
Staffing levels

6. What disproportionate gaps need to be addressed?

Programs and services are designed to support disproportionality impacted students.

7. What are areas in which the program could improve? (curriculum, scheduling, modality, other?)

Stronger Alumni engagement Marketing/Awareness

8. Where are there gaps in the program on how students are meeting learning outcomes, skills, or competencies?

Career Services inclusion in syllabus Connecting classroom career activities with Career Services Center knowledge and programing

External Opportunities

9. Where are potential opportunities for expansion, improvement, or new program development?

Campus-wide career survey/Work-Based/Service Learning Inventory

10. What are some industry or disciplinary trends that could enhance the program?

Professional Development Training: Artificial Intelligence, Employment Personality Testing

External Threats

11. How are changing resources, technology, employer, or transfer requirements affecting the program's ability to serve students?

Website and online preparation abilities

12. What are some current industry or disciplinary trends that could have a negative impact on the program?

Negatively impacted economy Artificial Intelligence Automation

13. What other obstacles does the program face?

We are a three-person department covering two offices Need for faculty/staff professional development in current career techniques and tools Fees associated with employment: finger printing, background checks, uniforms, wardrobes, equipment

Goal Setting and Activities

Goals

Program Goal	Mission Alignment	Area of Focus
Increase the number of students pursuing experiential career opportunities	Workforce Needs	Internship/Service Learning
Increase awareness of Career Services among campus stakeholders and employers	Workforce Needs	Internship/Service Learning
Improve and expand career services infrastructure	Workforce Needs	Student Support

Activities

Activities	In Support of Goal #	Outcome or Deliverable
1. Site visits, internships/externships; volunteering, employer projects, tabling on campus, completed mjc.jobspeaker.com profiles	Goal #1	1.By fall of 2021 150 students will be placed into work-based/service learning annually
2.Inventory Work-Based/Service Learning experiences on campus	Goal #2	2.By fall 2021, the campus will have a full inventory of work-based/service learning experiences on campus
3.Increase the number of student contacts and unduplicated students receiving career services with 0-25 units	Goal #3	3.By fall 2021, 25% of 0-25 unit MJC students are aware of and/or receiving career services

Resource Requests

Category	Request	Activity #	Estimated Cost
Personnel	Program Technician to help increase the number of students served between 2 campuses	1	90000