

Assessment: Assessment Unit Four Column

Student Services - Career / Transfer Center

Mission Statement: The Career/Transfer Center's mission is dedicated to improving students' career exploration process and increasing the transfer function. This is done by educating students and increasing their awareness of the Career/Transfer center and the services provided in effort to increase the number of students prepared for transfer to baccalaureate - level institutions. The Career/Transfer Center coordinates college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including students with disabilities, low-income students, first-generation college students, and other groups of students underrepresented in the transfer process. The Career/Transfer Center serves as the focal point for career and transfer activities and is designed to strengthen the career exploration and transfer functions at Moreno Valley College by assisting students through the career exploration and transfer process.

Major developments and changes: Over the last year, with support from state Student Success Support Programs funding, Moreno Valley College received approval to hire a full time permanent (contingent upon continuation of funding) counselor/coordinator for the Career/Transfer Center.

Highlights and Accomplishments: Initially a 0.475 FTE counselor/coordinator was hired for the 2014-2015 AY. The college had its first combined Career Fair and Transfer Fair in Spring 2015.

<i>Outcomes</i>	<i>Assessment Methods</i>	<i>Assessment Results</i>	<i>Action Plans</i>
<p>SAO: Provide students with a variety of Transfer Center services and activities - Provide a Transfer Fair in Fall and Transfer & Career Fair in Spring.</p> <p>Goal Status: Active</p> <p>Assessment Cycle: 2014 - 2015, 2015 - 2016, 2016 - 2017</p> <p>Start Date: 07/01/2014</p>	<p>Directly related to Outcome</p>	<p>Semester Assessed: 2015 - 2016 (Spring 2016)</p> <p>Performance Target Met?: Yes</p> <p>The Transfer and Career Fair during Spring 2016. We had 21 Universities (UCR, CSUSB ,UCLA, La Sierra, UCSD among others), 18 employers (District Attorneys office, Riverside Sheriff's Department, City of Moreno Valley among others) and 7 MVC departments (Counseling, Game Art, STEM, Ben Clark, Dental Assistant among others) with at total of 46, the most we have had in attendance. (06/22/2016)</p> <p>Name and Contact Information : Karolia Macias- karolia.macias@mvc.edu</p> <p>Total # of Students Assessed: 71</p> <p>Notes/Reflections: To Increase students participation, we had a gift basket incentive if they completed a survey. The survey consisted of asking questions to one university, one employer and on MVC Student Services department. The Gift baskets consisted of donation items from student activities, Dr. Foster donated 50 dollars (purchased \$5 dollars gift cards from bookstore) and asked university</p>	<p>Action Plan: Have more visuals leading to the event . Purchase more posters with the fair's information and have them around campus leading to the event.</p> <p>Also a banner that can be hanging in one of the buildings one week before the event. (08/19/2016)</p> <p>Action Plan Number: 2</p> <p>Follow-Up: Karolia Macias (08/12/2016)</p>

Outcomes	Assessment Methods	Assessment Results	Action Plans
	<p>Directly related to Outcome</p>	<p>representatives to bring insignia items.</p> <p>Related Documents: Career Transfer Fair Flyer.pdf</p> <hr/> <p>Semester Assessed: 2014 - 2015 (Spring 2015) Performance Target Met?: Yes 2 Transfer Fairs were held in the Fall 2014 and Spring 2015 semesters (1 transfer fair held each semester) 150 students were expected to participate in each of the 2 transfer fairs. The Spring Semester Transfer Fair was the college's first combined Transfer and Career Fair. (06/29/2015) Name and Contact Information : Michael Paul Wong 951-571-6251 Total # of Students Assessed: 300</p>	<p>Action Plan: Incorporate assessment process into planning of 2015-2016 Transfer Career Fairs. Develop incentive process for students to increase response rate (goal increase by 10%) (09/30/2015) Action Plan Number: 3</p> <p>Follow-Up: Incorporate \$50 for this incentive into CTC budget (07/31/2015)</p> <hr/> <p>Action Plan: M.G. to upload a copy of the program evaluation for the 2 Transfer Fairs. MG to upload data synopsis of evaluations from students, employers, transfer institutions with data synopsis. Included: plan to incorporate results from the evaluations in planning for 2015-2016 Transfer Fairs in order to improve the program. (07/31/2015) Action Plan Number: 2</p> <p>Follow-Up: MPW to follow up with MG that this has been accomplished (08/01/2015)</p> <hr/> <p>Action Plan: M.G. to upload employer, school, and student participant sign in forms with synopsis of participation numbers. (07/31/2015) Action Plan Number: 1</p> <p>Follow-Up: MPW to follow up with MG that this has been accomplished (08/01/2015)</p>

Outcomes	Assessment Methods	Assessment Results	Action Plans
	<p>Direct: Presentation/Performance - Evidence of the fair having taken place -- document with marketing materials, student and transfer institution/employer participation sign-in materials, other documentation.</p> <p>Performance Target (Required)*: 100 students participating and 20 transfer institutions and employers participating.</p> <p>Related Documents: Career Transfer Fair Flyer.pdf CTC FAIR LAYOUT.docx Employers Sign in Sheet 2.jpeg Employers Sign in Sheet.jpeg FINAL.Budget SPR16.xlsx student survey.doc transfer fair combined survey.doc University Sign in sheet 2.jpeg University Sign in sheet.jpeg Representatives Evaluation Spring 2016.docx</p>	<p>Semester Assessed: 2015 - 2016 (Multiple Semesters)</p> <p>Performance Target Met?: Yes</p> <p>The Transfer Fair during Fall 2015 fair wasn't evaluated as the CTC Coordinator started working a week after the event. Per the sign in sheet, 29 universities were in attendance.</p> <p>The Transfer and Career Fair during Spring 2016. We had 21 Universities (UCR, CSUSB ,UCLA, La Sierra, UCSD among others), 18 employers (District Attorneys office, Riverside Sheriff's Department,City of Moreno Valley among others) and 7 MVC departments (Counseling, Game Art, STEM, Ben Clark, Dental Assistant among others) with at total of 46, the most we have had in attendance. (06/28/2016)</p> <p>Name and Contact Information : Karolia Macias : karolia.macias@mvc.edu 951-571-6205</p> <p>Total # of Students Assessed: 71</p> <p>Notes/Reflections: I would be adding some questions to the student survey so I can get more student satisfaction results from the fair and create at least one SLO and evaluate it in the survey.</p> <p>In order to increased student interaction, the student survey had an incentive to win a gift basket. The student survey included questions to ask representatives from at least one university, one employer and one MVC department. This seemed to help to have students asking questions to representatives.</p> <p>The representative survey results were positive and provided with feedback in how to improve. For instance, start the fair earlier and finish later (9-2 pm instead of 10-1 pm).</p> <p>I would continue renting a 20x40 canopy to be able host more representatives as the college doesn't have as many ez-ups.</p> <p>Related Documents: Employers Sign in Sheet.jpeg Employers Sign in Sheet 2.jpeg CTC FAIR LAYOUT.docx Career Transfer Fair Flyer.pdf</p>	<p>Action Plan: Collaborate with Student Activities in the planning of Transfer Fair and Career & Transfer Fair. Involve Akia from Outreach to see if we can have local high schools bus in the seniors and/or juniors that have been identify as community college bound. (06/29/2016)</p> <p>Action Plan Number: 1</p> <p>Follow-Up: Collaborate with Student Activities in the planning of Transfer Fair and Career & Transfer Fair. Involve Akia from Outreach to see if we can have local high schools bus in the seniors and/or juniors that have been identify as community college bound. (08/15/2016)</p>

Outcomes	Assessment Methods	Assessment Results	Action Plans
		<p> Representatives Evaluation Spring 2016.docx student survey.doc transfer fair combined survey.doc University Sign in sheet.jpeg University Sign in sheet 2.jpeg </p> <hr/> <p> Semester Assessed: 2014 - 2015 (Spring 2015) Performance Target Met?: Yes In Fall 2014 the event had 32 4-year college and university representatives. In Spring 2015 the event had 25 4-year college and university representatives (including UC Merced, University of Redlands, UC Riverside, UCLA, UC Santa Cruz, La Sierra University), and 20 employers (including FedEx, CHP, San Bernardino Sheriffs, LAPD, Amazon, Jack n the Box) at our 1st ever combined Career and Transfer Fair. University and employer participation was only limited by space. 150-200 students participated. Program evaluations. (06/29/2015) Name and Contact Information : Monique Green, monique.green@mvc.edu Total # of Students Assessed: 150 </p>	<p> Action Plan: Plan Fall and Spring events early in 2015-2016 so that we can have more space available -- outcome: increase in participation in both events from employers and transfer institutions. Put together marketing plan for employers and transfer institutions to encourage participation. (07/31/2015) Action Plan Number: 4 Follow-Up: MPW to follow up with MG that this has been submitted and uploaded (08/01/2015) </p>
<p> SAO: Branding Campaign - Create branding campaign to increase community knowledge of the existence of the CTC and its services to students Goal Status: Active Assessment Cycle: 2015 - 2016, 2016 - 2017 Start Date: 10/21/2015 Inactive Date: 06/30/2017 </p>	<p> Direct: Institutional Research or Other Data - Direct counts of student participation in activities taking place at the CTC. Gather baseline counts of student participation in October, and analyze what would be an appropriate increase in participation. Performance Target (Required)*: Increase student participation by 10% </p>		
	<p> Direct: Institutional Research or Other Data - During the Spring 2016, CTC had its first Open House to create more awareness of the services it provides and the renovations made at the Career & Transfer Center. Performance Target (Required)*: 50 </p>	<p> Semester Assessed: 2015 - 2016 (Spring 2016) Performance Target Met?: Yes We had 86 students/staff attending the Open House. (07/05/2016) Name and Contact Information : Karolia Macias karolia.macias@mvc.edu 951-571-6205 Total # of Students Assessed: 86 </p>	

Outcomes	Assessment Methods	Assessment Results	Action Plans
	<p>Notes: I recommend to have an Open House every Fall as we have more new students coming during the fall semester. The food provided during the open house helped attract students to visit the center. We had 86 students/staff attending the open house.</p> <p>Related Documents: CTC Open House.pub Open House sign in sheet 1.jpeg Open House sign in sheet 2.jpeg.jpeg Open House sign in sheet 3.jpeg.jpeg.jpeg Open House sign in sheet 4.jpeg.jpeg.jpeg.jpeg</p>	<p>Notes/Reflections: Student Activities helped the day of the event by advertising the open house by passing flyers around campus. Another strategy that helped bringing students into the center was providing lunch/snacks.</p> <p>Related Documents: CTC Open House.pub Open House sign in sheet 1.jpeg Open House sign in sheet 2.jpeg.jpeg Open House sign in sheet 3.jpeg.jpeg.jpeg Open House sign in sheet 4.jpeg.jpeg.jpeg.jpeg</p>	
<p>SAO: Provide a variety of Transfer Center services and activities: University of California Transfer Information Night - MVC was invited to participate in the first UC Transfer Information Night in the Inland Empire. Career & Transfer Center took 23 students in a bus to the special event at the Temecula Higher Education Center.</p> <p>Goal Status: Active Assessment Cycle: 2015 - 2016 Start Date: 07/01/2014 Inactive Date: 06/30/2015</p>	<p>Direct: Presentation/Performance - Document with marketing materials. Students from special programs were invited such as RSP,Puente, ACES, STEM, Foster Youth, DSS and Veterans.</p> <p>Performance Target (Required)*: 23 students</p> <p>Notes: Not sure if the University of California is hosting this event again for students in the Inland Empire. If so, I highly recommend to attend again.</p> <p>Related Documents: UC Transfer Night Flyer Nov 10.docx UC Information Night.jpeg</p>		
	<p>Direct: Institutional Research or Other Data - Document student sign-in sheet of students.</p> <p>Performance Target (Required)*: 23</p> <p>Related Documents: Sign in sheet- UC Information Night.jpeg</p>	<p>Semester Assessed: 2015 - 2016 (Fall 2015) Performance Target Met?: Yes out of the 30 students that signed up 23 of them attended the event. (07/05/2016) Name and Contact Information : Karolia Macias karolia.macias@mvc.edu 951-571-6205</p>	

Outcomes	Assessment Methods	Assessment Results	Action Plans
	<p>Sign in sheet- UC Information Night.jpeg.jpeg</p> <p>Direct: Statistical Data (Institutional Research) - A survey was given to the students after the event.</p> <p>Performance Target (Required)*: 23</p> <p>Notes: Students provided positive feedback about the event. For instance: 68.2 % strongly agree and 22.7 % agree that the content of information of the event was helpful to make an informed decision on what UC's to apply. 63.6% strongly and 31.8 % agree that their level of knowledge regarding UC admissions,majors/programs and student support services increased.</p> <p>Related Documents: University of California Information Night.Survey.docx</p>	<p>Total # of Students Assessed: 23</p> <p>Related Documents: UC Transfer Night Flyer Nov 10.docx University of California Information Night.Survey.docx UC Information Night.jpeg Sign in sheet- UC Information Night.jpeg Sign in sheet- UC Information Night.jpeg.jpeg</p>	
<p>Collect data on MVC students transferring to four-year universities - Report on MVC students that apply and have been admitted to four-year universities. Especially for UCR and CSUSB. Increase the number of MVC applicants by 5%. Goal Status: Active Assessment Cycle: 2015 - 2016, 2016 - 2017 Start Date: 07/01/2016</p>	<p>Directly related to Outcome</p>	<p>Semester Assessed: 2015 - 2016 (Spring 2016) Performance Target Met?: Yes Per the data collected the number of students applying and getting admitted from MVC has increased in various universities such as UCR, CSUSB and UCLA. (07/05/2016) Name and Contact Information : Karolia Macias Karolia.Macias@mvc.edu 951-571-6205</p> <p>Related Documents: F16 Admitted Transfer Report.doc.docx</p>	
<p>SAO: Provide a variety of Transfer</p>	<p>Direct: Institutional Research or</p>	<p>Semester Assessed: 2015 - 2016 (Spring 2016)</p>	

<i>Outcomes</i>	<i>Assessment Methods</i>	<i>Assessment Results</i>	<i>Action Plans</i>
<p>Center services and activities: Transfer Achievement Ceremony - CTC hosted Transfer Achievement Ceremony where students are celebrated on their achievement to transfer. Moreover, they are able to meet other students that are transferring to the same four-year institution.</p> <p>Goal Status: Active</p> <p>Assessment Cycle: 2015 - 2016, 2016 - 2017</p> <p>Start Date: 07/01/2015</p>	<p>Other Data - Students RSVP list</p> <p>Performance Target (Required)*: 75</p>	<p>Performance Target Met?: Yes</p> <p>99 students RSVP'd and 75 students attended. (07/05/2016)</p> <p>Name and Contact Information : Karolia Macias karolia.macias@mvc.edu</p> <p>Total # of Students Assessed: 75</p> <p>Notes/Reflections: This is the most students ever attended to this event per the coordinator from last year.</p> <p>Related Documents: Transfer Achievement Ceremony. RSVP's.pdf Transfer Achievement Final Flyer.pdf</p>	