

# PALOMAR COLLEGE INSTITUTIONAL REVIEW

**-2005 NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM-**  
*PLEASE READ "2005 NON-INSTRUCTIONAL PROGRAMS GUIDELINES FORM" BEFORE PROCEEDING.*

**Non-Instructional Program Reviewed in this Document: Career Services**

**1. Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

Upgraded computers, an increase in student use of the Center, an increase in student enrollment in Career Search, Counseling 165 are all measures that indicated that the Career Center at Palomar College is successfully servicing students in pursuing educational goals and this also demonstrates that the institutional goal to retain these students is being enhanced.

**2. Provide effective data sources to evaluate this department.** Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

**Increase in student enrollment in those classes offered by the Career Center from 521 to 772. The increase in the number of students using the Career Center.**

**3. Program assessment.** Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

We are moving toward a program of job assistance by providing job announcements, resume writing and a Community Job Fair. By providing this service, this gives our students, especially those completing our Career Search class an achievable goal which is one of the ingredients for retention.

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**4. List accomplishments department has made in the last year.**

We have assisted 19,840 students in the Career Center during the year 2004/2005. A new Career Center Director was trained. Services were expanded to provide career planning tools on-line {Eureka & Discover, Choices}. Thirty-five staff were trained on Eureka {software and on-line} The Career Search class, Coun 165, was offered 10 out of 12 months, enrolling 772 students.

**5. List the department's current goals and objectives.** (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

- To up grade computers and presentation technology in the Career Center
- To offer resume workshops, provide job announcements {via email, etc.} for the district and Community Job Fairs.
- To increase the number of students enrolling in Coun 165 to help ensure their retention
- To increase the staff in the Career Center to the 2002 level by adding back the 45% lost position.

**6. Learning outcome goal and objective.** Identify one learning outcome that has been incorporated in one course in the program and identify a measure for determining whether the learning outcome has been achieved.

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- To offer resume workshops, provide job announcements {via email, etc.} for the district and Community Job Fairs.
- To increase the number of students enrolling in Coun 165 to help ensure their retention
- To increase the staff in the Career Center to the 2002 level by adding back the 45% lost position.

This Report Prepared By: \_\_\_\_\_  
Name (print and initial) Date

This Report Submitted To: \_\_\_\_\_  
Name (print and initial) Date

**FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:** In the future, it is suggested that the Institutional Review Committee include item #6. Learning outcome goal and objective in the NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM.

\*Note: Your Non-Instructional Program institutional review submission will be posted on IRC password-protected sharepoint site. 5/23/2006