

# Program Assessment Form (Non-Academic Program)

Career Services- Learning Support Services

# Table of Contents

<b>General Information</b>	<b>1</b>
<b>Standing Requirements</b>	<b>2</b>
NMC Mission Statement & ESIP .....	2
Outcomes .....	2
<b>2020-2021 Assessment Cycle</b>	<b>3</b>
Means of Assessment and Success Criteria .....	3
Summary of Data Collected AND Use of Results .....	4
Operational Plan .....	8
Status Report .....	8
<b>2021-2022 Assessment Cycle</b>	<b>9</b>
Means of Assessment and Success Criteria .....	9
Summary of Data Collected AND Use of Results .....	9
Operational Plan .....	9
Status Report .....	9
<b>2019-2020 Assessment Cycle (Actual Cycle)</b>	<b>9</b>
Means of Assessment and Success Criteria .....	9
Summary of Data .....	<b>10</b>
Use of Results .....	10
Status Report .....	10
Use of Results .....	10
Status Report .....	10
<b>Appendix</b>	<b>10</b>

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## **General Information (Program Assessment Form (Non-Academic Program))**

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## Standing Requirements

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### NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. The purpose of Career Services is to support students' educational and career goals by providing them with tools, resources, training, work experience, and guidance in support of the Northern Marianas College mission.

### OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

#### Career Services- Learning Support Services Outcome Set

##### AUO 1

*Marked obsolete by Neda Deleon Guerrero on 09/28/2020 7:55:09 am WPST*

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

##### Mapping

*No Mapping*

##### CAR.PLO.1

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

##### Mapping

*No Mapping*

## 2020-2021 Assessment Cycle (2018-2019 Assessment Cycle)

### MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN)

#### Mission Statement

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. The purpose of Career Services is to support students' educational and career goals by providing them with tools, resources, training, work experience, and guidance in support of the Northern Marianas College mission.

#### Measures

##### Career Services- Learning Support Services Outcome Set

###### Outcome

**Outcome: AUO 1**

*Marked obsolete by Neda Deleon Guerrero on 09/27/2020*

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

*9:55:09 pm WPST*

**Measure:** Sign-in Sheets

*Indirect - Other*

**Details/Description:**

Students will utilize all Career Center resources readily available.

**Acceptable Target:**

Success Criterion: 10% increase in the amount of students coming into Career Center.

**Ideal Target:**

Success Criterion: 10% increase in the amount of students coming into Career Center.

**Implementation Plan (timeline):**

Beginning of each event/day.

**Key/Responsible Personnel:**

Neda C. Deleon Guerrero

**Outcome: CAR.PLO.1**

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

**Measure:** Fall 2020 Kuder Journey Assessments

*Direct - Other*

**Details/Description:**

New and returning users, created a Kuder Journey profile and completed 3 assessments: Interests, Skills, and Values.

<b>Acceptable Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Ideal Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Implementation Plan (timeline):</b>	During the Fall semester.
<b>Key/Responsible Personnel:</b>	Neda C. Deleon Guerrero Career Manager

**Measure:** Kuder Journey Job Preparation Tools

*Direct - Other*

<b>Details/Description:</b>	There were a total of 10 users that utilized the Kuder Job Searching and Planning tools.
<b>Acceptable Target:</b>	*20% of enrolled students will utilize the Kuder Journey Job Preparation Tools  *20% is realistic because not all students will utilize the job search tools in Kuder.
<b>Ideal Target:</b>	*20% of enrolled students will utilize the Kuder Journey Job Preparation Tools  *20% is realistic because not all students will utilize the job search tools in Kuder.
<b>Implementation Plan (timeline):</b>	Once during the academic year.
<b>Key/Responsible Personnel:</b>	Neda C. Deleon Guerrero Career Manager

**Measure:** Spring 2021 Kuder Journey Assessments

*Direct - Other*

<b>Details/Description:</b>	New and returning users, created a Kuder Journey profile and completed 3 assessments: Interests, Skills, and Values.
<b>Acceptable Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Ideal Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Implementation Plan (timeline):</b>	During the Spring semester.
<b>Key/Responsible Personnel:</b>	Neda C. Deleon Guerrero Career Manager

**SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)**

**Finding per Measure**

**Career Services- Learning Support Services Outcome Set**

Outcome

**Outcome: AUO 1**

*Marked obsolete by Neda Deleon Guerrero on 09/27/2020*

Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

*9:55:09 pm WPST*

**Measure:** Sign-in Sheets

*Indirect - Other*

**Details/Description:**

Students will utilize all Career Center resources readily available.

**Acceptable Target:**

Success Criterion: 10% increase in the amount of students coming into Career Center.

**Ideal Target:**

Success Criterion: 10% increase in the amount of students coming into Career Center.

**Implementation Plan (timeline):**

Beginning of each event/day.

**Key/Responsible Personnel:**

Neda C. Deleon Guerrero

Findings for Sign-in Sheets

**Summary of Findings:**

Number of participants during Spring 2021 Career Prep Week and Virtual Career Fair: 117 participants

**Results :**

Acceptable Target Achievement: Met; Ideal Target Achievement: Approaching

**Recommendations:**

Career needs to improve on tracking system.

**Reflections/Notes:**


Career Prep Week Workshop participants who completed the surveys were the only ones counted, not the ones who attended the workshop but not completed and submitted the survey.

**Substantiating Evidence:**

 2021 Career Fair Attendees (File) (See appendix)

Hiring agencies were not counted as part of the data fir participants.

 2021 Career Prep Week Professional Photo Sign-In (Adobe Acrobat Document) (See appendix)

 2021 Career Prep Week Sign-in and Survey responses (Excel Workbook (Open XML)) (See appendix)

Excel sheet on participants who completed and submitted the surveys from each workshop.

**Outcome: CAR.PLO.1**

CAR.PLO.1: Students will be able to identify their career interests, skills, and values.

**Measure:** Fall 2020 Kuder Journey Assessments

*Direct - Other*

**Details/Description:** New and returning users, created a Kuder Journey profile and completed 3 assessments: Interests, Skills, and Values.

**Acceptable Target:** \*60% enrolled in BE111 will create and complete Kuder Journey profile.

\*not all BE111 instructors utilize Kuder Journey as assignment.

**Ideal Target:** \*60% enrolled in BE111 will create and complete Kuder Journey profile.

\*not all BE111 instructors utilize Kuder Journey as assignment.

**Implementation Plan (timeline):** During the Fall semester.

**Key/Responsible Personnel:** Neda C. Deleon Guerrero  
Career Manager

**Findings for Fall 2020 Kuder Journey Assessments**


**Summary of Findings:** 161 new Kuder Journey profiles were created during SY20-21. An excel data listing attached.

**Results :** Acceptable Target Achievement: Met; Ideal Target Achievement: Approaching

**Recommendations:** Continue to promote Kuder Journey. Require all students to create a profile.

**Reflections/Notes:** Continue to promote Kuder Journey. Require all students to create a profile.

**Substantiating Evidence:**

 SY20-21 New Kuder Journey Profiles (File) (See appendix)

**Measure:** Kuder Journey Job Preparation Tools

*Direct - Other*




<b>Details/Description:</b>	There were a total of 10 users that utilized the Kuder Job Searching and Planning tools.
<b>Acceptable Target:</b>	*20% of enrolled students will utilize the Kuder Journey Job Preparation Tools  *20% is realistic because not all students will utilize the job search tools in Kuder.
<b>Ideal Target:</b>	*20% of enrolled students will utilize the Kuder Journey Job Preparation Tools  *20% is realistic because not all students will utilize the job search tools in Kuder.
<b>Implementation Plan (timeline):</b>	Once during the academic year.
<b>Key/Responsible Personnel:</b>	Neda C. Deleon Guerrero Career Manager

#### Findings for Kuder Journey Job Preparation Tools

<b>Summary of Findings:</b>	49 users utilized the job search tools to create a resume.
<b>Results :</b>	Acceptable Target Achievement: Exceeded; Ideal Target Achievement: Exceeded
<b>Recommendations:</b>	Require all students to utilize Kuder Journey to create resumes.
<b>Reflections/Notes:</b>	Require all students to utilize Kuder Journey to create resumes.

#### Substantiating Evidence:

 SY20-21 New Kuder Journey Resume (File) (See appendix)

#### Measure: Spring 2021 Kuder Journey Assessments

*Direct - Other*

<b>Details/Description:</b>	New and returning users, created a Kuder Journey profile and completed 3 assessments: Interests, Skills, and Values.
<b>Acceptable Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Ideal Target:</b>	*60% enrolled in BE111 will create and complete Kuder Journey profile.  *not all BE111 instructors utilize Kuder Journey as assignment.
<b>Implementation Plan (timeline):</b>	During the Spring semester.
<b>Key/Responsible Personnel:</b>	Neda C. Deleon Guerrero Career Manager

Findings for Spring 2021 Kuder Journey Assessments

*No Findings Added*

**Overall Recommendations**

No text specified

**Overall Reflection**

No text specified

**OPERATIONAL PLAN** (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

**STATUS REPORT** (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

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## **2021-2022 Assessment Cycle (2018-2019 Assessment Cycle)**

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**MEANS OF ASSESSMENT AND SUCCESS CRITERIA** (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

**SUMMARY OF DATA COLLECTED AND USE OF RESULTS** (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

**USE OF RESULTS**

**STATUS REPORT**

**OPERATIONAL PLAN** (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

**STATUS REPORT** (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

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## **2019-2020 Assessment Cycle (Actual Cycle) (ACTUAL Data)**

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**MEANS OF ASSESSMENT AND SUCCESS CRITERIA**

**SUMMARY OF DATA**

**USE OF RESULTS**

**STATUS REPORT**

**USE OF RESULTS**

**STATUS REPORT**

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# Appendix

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- A. **2021 Career Prep Week Professional Photo Sign-In** (Adobe Acrobat Document)
  - B. **SY20-21 New Kuder Journey Profiles** (Unknown File)
  - C. **SY20-21 New Kuder Journey Resume** (Unknown File)
  - D. **2021 Career Prep Week Sign-in and Survey responses** (Excel Workbook (Open XML))
  - E. **2021 Career Fair Attendees** (Unknown File)
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