

## Santiago Canyon College

### Resource Request Form

Please submit a separate Santiago Canyon College Resource Request Form for each request you make. Therefore, if you are requesting two new positions, you should complete two Santiago Canyon College Resource Request Forms.

This request is for prioritization for the upcoming fiscal year, and it will be eligible for available funding from July 1<sup>st</sup> to June 30<sup>th</sup>.

1. RESOURCE REQUEST (RR) TITLE: Personal Career Guidance Specialist
2. REQUESTOR NAME/GROUP: Dora Contreras-Bright Career Services
3. REQUESTOR PHONE: 628-4805
4. Type of request (see Funding Category Definitions):

<input type="radio"/> Instructional Equipment	<input type="radio"/> Non-Instructional Equipment	<input type="radio"/> Transportation/Fees
<input type="radio"/> Instructional Supplies	<input type="radio"/> Non-Instructional Supplies	<input type="radio"/> Contract Services
<input type="radio"/> Instructional Technology	<input type="radio"/> Non-Instructional Technology	<input checked="" type="radio"/> Personnel
		<input type="radio"/> Facility need (space)

### 5. REASON FOR REQUEST

In order for Career Services to meet its mission of empowering all students to access career development tools, assessments and resources to help them discover their own uniqueness and find careers and majors that match their talents and interests the position of Career Guidance Specialist needs to be reinstated. In 2009 the position was eliminated due to budget cuts. The role of this position is to work directly with students guiding them through the career development and job preparation process; classroom presentations, develop marketing materials, assist with special workshops such as the speakers connecting careers, career series, STEM and Earth Day, etc.

**The immediate and/ or long-term impact this request will have on your program or in your area.**

The Student Success and support program (SSSP) has listed the importance of providing core services to students upon entry and ensuring students receive services along their career pathway to completion. SSSP also places a great deal of weight on students identifying a course of study and having a student education plan on file once students earn 15 semester units or by their third term. This places a great deal of urgency for students to select a career pathway, major and transfer institution. The provision to conduct follow-up services stipulates the use of career and interest

assessments. Followed with two way interaction, students are empowered to take action regarding their chosen career.

Since the elimination of the Career Guidance Specialist, the Career Guidance Coordinator continues to take the lead in ensuring that the vital core and follow up services are provided with the occasional assistance from a short-term part-time employee. There is no consistency in the number of staff or hours of operations. Given that short-term employees can only work one year there is a great deal of turnover with long periods of no additional support. Career services recognizes the need to reach out to our special populations to ensure equity of services for all students. This a huge challenge with only one classified staff member. The Career Guidance Coordinator is also responsible for writing the program review, collecting, analyzing and reporting Student Learning Outcomes and Service Area Outcomes. There is also the annual Department Planning Portfolio to be completed.

**If this request is not funded, the most negative impact will be at the level**

Classroom Department Division XXXCollege No negative Impact

**6. RESOURCE REQUEST TOTAL COST (Please provide supporting cost documentation for this resource request):**

One time cost: \$\_\_\_\_\_ X Ongoing (annual) cost: \$22,110 (without benefits)

Total one time and ongoing cost: \$22,110

**7. RESOURCE REQUEST (RR) DESTINATION:**

Joint Chairs  Safety Committee  Facilities Committee  Technology Committee

X Governance Committee  VP Academic Affairs X VP Student Services  VP Administrative Services  VP Continuing Education

**8. IS THIS RESOURCE REQUEST:**

**Legally Mandated? Legally Mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations. Yes  No X If yes, please provide explanation:**

This position is not legally mandated but is vital to assist SCC students' identify a career pathway in order to complete a Student Education Plan to be compliant of SSSP requirements.

**A Replacement Need? Yes X No**

**If yes, please provide explanation: Position was eliminated in 2009 due to budget cuts.**

**9. Is this request addressing a known or new Safety Need? A Safety Need is defined as a resource that will eliminate or prevent hazards to person or property. Yes  No X**

**If yes, please provide explanation:**

10. **Are there standard practices in the field to support your request (i.e. industry, professional organization, other institutions) Yes No XXX**

**If yes, please provide explanation**

11. **Does this request support the Santiago Canyon College's Mission? Yes XXX No**  
 12. **Is this request for a designated Signature Program Yes XXX No**  
 13. **Select all SCC GOALS THAT THIS REQUEST SUPPORTS. (See Educational Master Planning Document)**

**1 Support a college culture of academic excellence and personalized education**

A. Supports signature programs and the college's identity.

**2. Support student success and equity by enhancing the integration of student services, instructional areas, and institutional initiatives**

A. Increase awareness, access, and utilization of student services and instructional programs among students, faculty, and staff.

B. Integrate planning and coordination of SSSP, BSI and Student Equity initiatives and activities and incorporate them into current planning processes.

C. Develop and implement strategies to minimize achievement gaps among disproportionately impacted students

D. Ensure access to comprehensive student services support for all students (distance education, face-to-face, etc.)

**6. Optimize access to physical, technological, human, and fiscal resources through data-informed, integrated planning and resources allocation process**

A. Establish structural procedures for using data in decision-making processes across the college

**8. Strengthen and refine the processes that integrate planning and resource allocation**

C. Assess the effectiveness of resource allocation processes and make improvements as necessary

**9. Enhance and expand the college's community presence**

A. Ensure the website and student portal connect information successfully and easily D. Strengthen regional partnerships with industries, business, four-year universities and community based organizations.

**14. SELECT ONE OF THE SCC GOALS THAT YOU FEEL MOST RELEVANT TO YOUR RESOURCE REQUEST AND PROVIDE AN EXPLANATION AS TO HOW YOUR REQUEST SUPPORTS THE SELECTED GOAL:**

Goal #2 Support student success and equity by enhancing the integration of student services.

**15. LIST ANY TECHNOLOGY MASTER PLAN GOALS THAT THIS RESOURCE REQUEST SUPPORTS.**

Learning: Laying the foundation for a successful college experience by helping students understand the importance of adhering to their own best practices and goals.

**16. LIST ANY FACILITIES MASTER PLAN PRIORITIES THAT THIS RESOURCE REQUEST SUPPORTS.**

N/A

**IF YOU COMPLETE A YEARLY DEPARTMENT PLANNING PORTFOLIO (DPP), PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR UNIT'S DPP. Cut and paste the specific areas from the DSPP that relate directly to this request. If this is a committee requests, please submit any minutes agendas or notes that support the request in lieu of a DPP.**

<b>Restore staff</b>				
1. Need to replace loss of part-time on-going Career Guidance Specialist	coto_jennifer	2018-19	Funding	In Progress

**17. PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR PROGRAM REVIEW.**

**Section IV of Program review 2012-2016**

**IV. SUMMARY OF PROGRESS**

**Challenges**

- Career Services lost the 19 hour/week on-going matriculation funded Career Guidance Specialist and the short term hourly Intermediate Clerk during this program review cycle. This reduction in staff has continued to impact services offered.

**VIII. FUTURE DIRECTION & ANTICIPATED CHALLENGES**

Based on the analysis of student satisfaction surveys and quantitative data collected, meaningful decisions and recommendations were developed regarding resources, technology, staffing, and future evaluation needs. Many of these decisions and recommendations are made with the understanding that they are dependent on funding reallocation, collaboration of services with other campus programs and grants and/or the anticipation of new funds.

It is the intent of Career Services to continue offering the highly attended workshops and events that have made the program a great success. In looking to the future, new workshops

and events in collaboration with other services across campus are in process. Some include the following:

- A collaborative with the CAMP program
- Workshops geared for the Work Study student on how to market their employment experience along with the On Campus Job Placement department.
- Job preparation workshops with Modern Languages, Bio-Tech and Pathways to Teaching
- The Veterans Services Office
- The Career Development Process for Undecided Majors

### **Personnel**

- While Career Services was highly successfully at meeting student needs during this program review period, it is disappointing that there has not been progress in restoring the part-time 19 hour/week on-going Career Guidance Specialist position lost during the 2008 recession. Career Services continues to be a one-person program striving to meet with day and evening students needing career development and job development services. This alone is strong enough rational for justifying the need to hire additional staff but the new reporting demands requiring data collection, analysis and recommendation from college wide initiatives such SSSP and Student equity have placed a great deal of responsibility on one person. When reviewing other campus programs and services it can be said there is inequity in the understaffing of Career Services.

**18. DOES OUTCOMES ASSESSMENT DATA EXIST TO SUPPORT YOUR RESOURCE REQUEST? Yes  No**

IF YOU ANSWERED YES, PLEASE PROVIDE THE DATA AND RELATED EXPLANATION OF HOW THE DATA SUPPORTS YOUR REQUEST. A comparison of the data during the time the position was in place and after demonstrates services were significantly reduced. Some of the reduced offerings and services include the following: specialized workshops, classroom presentations, information table at various college wide events, and no evening coverage. In addition, the monthly newsletters were eliminated and the website is not updated as often. Most notable is the severe limitations of participation in shared governance committees or attending forums to stay informed of new or recently implemented initiatives such California Community College, Doing What Matters, SSSP, CTE, and Strong Workforce Programs. The lack of staff is a shameful excuse for not providing SCC students with all the available resources in education and workforce development.