Program Assessment Form (Non-Academic Program)

Career Services- Learning Support Services
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General Information (Program Assessment Form (Non-Academic Program))
Standing Requirements

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

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: AUO 1
Increase the number of students utilizing Career Center career preparedness resources toward the attainment of employment (AUO).

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.
### 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

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### Measure: Kuder Journey Job Preparation Tools

**Direct - Other**

**Details/Description:**
There were a total of 10 users that utilized the Kuder Job Searching and Planning tools.

**Acceptable Target:**
*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.

**Ideal Target:**
*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.

**Implementation Plan (timeline):**
Once during the academic year.

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

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### Measure: Spring 2021 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 Spring semester.

**Key/Responsible Personnel:**
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: AUO 1**

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

**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

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### 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)
- [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)
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.

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

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)
Details/Description: There were a total of 10 users that utilized the Kuder Job Searching and Planning tools.

Acceptable Target: *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.

Ideal Target: *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.

Implementation Plan (timeline): Once during the academic year.
Key/Responsible Personnel: Neda C. Deleon Guerrero
Career Manager

Findings for Kuder Journey Job Preparation Tools

Summary of Findings: 49 users utilized the job search tools to create a resume.

Results: Acceptable Target Achievement: Exceeded; Ideal Target Achievement: Exceeded

Recommendations: Require all students to utilize Kuder Journey to create resumes.

Reflections/Notes: 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

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 Spring semester.
Key/Responsible Personnel: 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.)

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.)
2019-2020 Assessment Cycle (Actual Cycle) (ACTUAL Data)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA

SUMMARY OF DATA

USE OF RESULTS

STATUS REPORT

USE OF RESULTS

STATUS REPORT
Appendix

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)