Career Development Center
2013-2014 Goals

> **Outcome/Goal:**
> **To provide innovative technology, resources, and programs that educate and engage students in a targeted, self-directed job search process.**

Use of Prior Results Tab

Close the Loop
What changes have you made based on prior results?

From 2012-2013:

- The career exploration program developed for undeclared students during customs is no longer conducted due to changes in the Customs schedule. However, materials from that program have been used for Admissions events such as True Blue Experience.

- The utilization of the MBTI and SII assessment instruments continue to play a vital role in service delivery. Staff utilize the assessments in individual advising sessions as well as group presentations to student organizations, staff departments, academic classes, career-related classes taught by staff, and local chamber of commerce programs. We will continue to invest in staff training on use of assessments as budget allows.

- The Internship Advantage Program website was created for students. MTSU's academic internship programs were added so students (current and potential) could find a centralized list of internship programs. More work is needed in preparing students for the two internships we recommend before they graduate in four years.

Data Collection Status
Is data collection complete?   Yes

Current Measures & Analysis of Results Tab

Measure 1:	Develop an educational component for the Internship Advantage Program for students to effectively prepare for their first internship opportunity.
Person Responsible	Bill
Completion Date	4/15/14
Analysis of Results for Measure 1. (include strengths & weaknesses)	This is the second year for the Internship Advantage Program as one of our goals. We are continuing to develop the site as we encourage students to have two quality internships before they graduate. We updates the IAP site with a list of academic internship programs

	(n=20) at MTSU. We will continue to identify other internship programs on campus and get them listed for students. We purchased subscriptions to CareerSpots and CandidCareer, two video series assisting students with career preparation and internships. Staff also taught three one-credit hour courses through the BCEN Department which addressed aspects of internship preparation. These are listed on the IAP web site. A weakness is that it is difficult to develop a "one-size-fits-all" approach to preparing students for internships. Another weakness is that we discontinued out CareerSpots subscription because of the cost.

Measure 2:	Develop an intake checklist to assist students in determining where they are in the career development process and which steps should be next in moving forward with developing a career plan.
Person Responsible	Joe
Completion Date	4/15/14
Analysis of Results for Measure 1. (include strengths & weaknesses)	Checklist was created using Super's Developmental Checklist and our Ladder to Career Success. Checklist can be used to create an action plan with students. It has been used as a handout in Customs and as a resource for two College's Student Success Initiatives.

Attach Support Documents: Attach Checklist.

Data Collection Status:
Is data collection complete? Yes

Future Actions Tab

Summary
What actions will you take to improve departmental goals, student learning or programs in the future?

Future Program Changes	
Describe Program Changes (adding a course, assignment, project, etc.)	Only changes anticipated for the Checklist would be updating with new resources as they are added. For the IAP, We need to identify opportunities to partner with classes or academic internship program on preparing students for internships.
Future Assessment Changes	
Describe Assessment Changes (measures such as rubrics, exams, diagnostic instruments, etc.)	N/A
Additional Resources	

Describe any additional resources needed (Leave blank if no additional resources are needed.)	

Data Collection Status:
Is data collection complete? Yes

Goal/Outcome: **To provide innovative technology, resources, and programs that connect students and employers for career opportunities.**

Use of Prior Results Tab

Close the Loop
What changes have you made based on prior results?

From 2012-2013:
- The Internship Advantage Program website was created for employers and faculty. MTSU's academic internship programs were added so employers could find a centralized list of internship programs. Resources continue to be added to assist employers and faculty with coordinating internship programs. We continue to market the site to employers and faculty (especially internship coordinators).
- We continue to make changes to the 1st Destination Survey Instrument and in staff duties so the analysis of the survey can be shared with all constituents.

Data Collection Status
Is data collection complete?   Yes

Current Measures & Analysis of Results Tab

Measure 1:	Administer 1DS using new Survey Monkey program in an effort to streamline the administration and improve the user experience. Compare new data collected with existing baseline data.
Person Responsible	Bill
Completion Date	4/15/14
Analysis of Results for Measure 1. (include strengths & weaknesses)	Survey Monkey was implemented with the December 2013 survey. It allows us to ask more questions while streamlining the process by using if/then questions. Students select one of 11 choices for their primary plan then get a specific set of questions based upon their choice. The result is better information and a shorter survey because

	students do not have to read all sets of questions. These changes have had no discernible effect on the response rate which remains low (between 11.5% and 20.8%). An unintended consequence that is a weakness is that SurveyMonkey's checkbox feature for students to use in selecting their major has made data analysis more tedious as it has added on 100 columns to the spreadsheet. This slows the process of analyzing the data and writing the report while increasing opportunities for human error.

Measure 2:	Update and expand the spring 2010 Best Practices Report on Post-graduation Outcomes Surveys at Peer Institutions in light of recent developments regarding gainful employment data and first destination surveys.
Person Responsible	Bill
Completion Date	2/1/14
Analysis of Results for Measure 1. (include strengths & weaknesses)	Two developments changed the outcome for this goal. First, in September 2013, the CDC was charged with realigning staff duties order to generate the 1DS Summary Report in a timely manner. Second, the National Association of Colleges and Employers (NACE) came out with recommended standards and protocols on 1st Destination Surveys. It is clear that these recommendations will become the foundation used at the national level. We have reviewed the recommendations in comparison with our newly realigned 1DS. There are several areas where our procedures are in agreement, or mostly agree, with the recommendations. We have identified 7 areas where procedures differ and further evaluation is needed.

Attach Support Documents: Comparison Document; Realignment Document; NACE Standards and Protocols.

Data Collection Status:
Is data collection complete? Yes

Future Actions Tab

Summary
What actions will you take to improve departmental goals, student learning or programs in the future?

Future Program Changes	
Describe Program Changes (adding a	The CDC will continue with the current course of action in administering the 1st Destination Surveys.

course, assignment, project, etc.)	
Future Assessment Changes	
Describe Assessment Changes (measures such as rubrics, exams, diagnostic instruments, etc.)	The University will need to review the survey procedures and the 7 areas identified to determine university-wide changes and resources to support those changes.
Additional Resources	
Describe any additional resources needed (Leave blank if no additional resources are needed.)	The University will need to review the survey procedures and the 7 areas identified to determine university-wide changes and resources to support those changes.

Data Collection Status:
Is data collection complete? Yes