1. Action Plan Title:

   Enabling Access to Career Information

2. Unit Submitting Action Plan:

   Career Center: Student Services & Learning Support

3. Contact Person(s)/Action Plan Leader(s):

   Michael Regan, Assistant Director Student Development-Career Center
   707.476.4158
   michael-regan@redwoods.edu

4. Date of Initial Proposal:

   February 13, 2008

5. Action Plan Description (100 words or fewer):

   The intent of the action plan is to enable students, faculty, and staff to
   “check-out” printed materials from the Career Center Library. Although
   students, staff, and faculty have asked to check-out materials, the Career
   Center has not had the process/equipment in place to do so. In collaboration
   with the CR main Library, the Career Center collection will be catalogued
   for easy check-out scanning and tracking. In effect, the Career Center
   materials become a “career collection” subset of the larger Eureka campus
   Library. The desired results are easy access, at the Career Center, to
   materials enhancing career exploration, budget control, and materials
   recovery.

6. Action Plan Link to Program Review (discuss how the Action Plan is linked to
   program review goals, objectives and/or Quality Improvement Plans of programs
   impacted by this plan):

   This Action Plan addresses the 2006-2007 Career Center Comprehensive
   Program Review Program Outcome to “Increase the number of students
   receiving access to…career assessment tools and resources”.

7. CR Strategic Goal(s) and 2008-09 Objective(s) specific to the Action Plan:

   Attainment of educational goals presupposes having an educational
   goal. Choosing a career/education goal should be based upon sound
information. Research (see 10 below) suggests a positive correlation between retention/persistence and having a career/education goal. So, if a student has easy access to career information resources (checking out the resources), then using these, and other career resources, s/he can make an informed career/education goal decision which in turn provides the major/degree/certificate information needed to attain that goal (persistence/retention). With a major in mind, specific classes needed to attain the goal can be planned and the potential number of students finishing degrees/certificates/or transfer in a timely manner is increased.

Faculty and staff would also have access to these materials for classroom or individual student activities.

Under this action plan, materials usage and demand can be tracked and used to inform resource allocation and purchases.

The Action Plan addresses the following Goals and Objectives:

Goal 1: Enable student attainment of educational goals.

   Objectives 1.1: Reduce barriers to persistence.
   Objective 1.4: Increase number of degrees and certificates earned.
   Objective 1.5: Increase number of transfers.

Goal 3: Build a culture of assessment

   Objective 3.3: Integrate budgeting process with program review and planning.

Goal 4: Contribute to the economic, cultural and social well-being of the North Coast community

   Objective 4.4: Increase the number of students who enter the workforce in jobs paying higher than minimum wage.

Goal 5: Ensure student access

   Objective 5.2: Enable degree and certificate completion in a timely manner.

8. Key Performance Indicators specific to the Action Plan:

   The Key Performance Indicators that appear to be specific to this action plan include: persistence, retention, student satisfaction, employee satisfaction, and budget.

9. ACCJC/WASC Accreditation Standard(s) specific to the Action Plan

   Standards IIB (Student Support Services: “...address the identified needs of students...”); IIC (Library & Learning Support Services: “The institution provides access and training to students so that the Library and other learning support services may be used effectively and efficiently,...”); and IIIC (Technology Resources: “Technology resources are used to support student learning programs and services and to improve institutional effectiveness.”) are directly related to this action plan.

10. Data supporting the intent of the Action Plan (include enrollment data, committee minutes, etc):
The Career Center has been collecting “career decidedness” data from all students taking CR’s Accuplacer Math and English assessments since December 2003. The data suggest that about 42% of students entering CR are “undecided” about their career goals. Having a career goal is the basis for selecting a post-secondary education major. Further, other research suggests that even those students who have chosen a major change that major from 1 to 3 times during their post-secondary education experiences.

From July 2, 2007 to December 31, 2007, 448 students utilized the Career Center Services to access career information, conduct job searches, develop resumes, or hear about the services offered by the Center. Although students, staff, and faculty have asked to check-out materials relating to the above, the Career Center has not had the process/equipment to do so.

Vincent Tinto (1993), one of the foremost authorities on why students leave college, suggests long-term retention should focus on: (a) academic difficulties, (b) resolution of occupational and educational goals (italics mine) and, (c) assisting students in becoming or remaining involved in the campus social and intellectual life.


Career certainty. Orndorff and Herr (1996) found that even those students who have decided upon a career choice or major still do not have very much information about the specific job they have chosen and that this lack of information may also be a source of attrition. Uncertainty about career goals has been linked to attrition by several researchers (e.g., Orndorf & Herr, 1996; Tinto, 1993).


11. Intended Action Plan Outcomes (include baseline data where applicable):

The intended program outcomes are:
1. 100-200 items will be checked out of the Career Center Library in a one-year period.
2. Actual usage (baseline data) will be tallied and reported as part of the Career Center Program Review.
12. Action Plan Activities and Proposed Timeline:

This action plan will require cataloging and processing work by Library staff; hardware and software installation by TSS and; training for Career Center staff.

Proposed timelines:
1. Library Processing and cataloging: Completed by August 15, 2008
2. TSS hardware and software installation and testing: Completed by August 15, 2008

13. Is the Action Plan an inter-unit project? YES If yes, describe.

The action plan is a collaboration between the Career Center, Eureka Library, and TSS with activities described in #12 above.

13.A. Contact information of involved manager(s) (name, title, email, phone)

a. Michael Regan, Assistant Director Student Development-Career Center
   michael-regan@redwoods.edu; 476.4158
b. Jason Leppaluoto, Director of Learning Resources
   jason-leppaluoto@redwoods.edu; 476.4264
c. Paul Agpawa, Technology Infrastructure Manager
   paul-agpawa@redwoods.edu; 476.4389

14. Identify any additional organizational areas that may be affected or involved in this Action Plan:

☐ Facilities/Maintenance  ☐ Marketing
☐ ITS/TSS  ☐ Other: ________________________
☒ Library  ☑ Disabled Students Programs/Services
☐ Student Services (List Specific Department(s)): _________________________

15. Identify the impact on resources and anticipated costs of the Action Plan.

<table>
<thead>
<tr>
<th>Action Plan Budget Submission Form</th>
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<tbody>
<tr>
<td><strong>Budget Items</strong></td>
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<td>Supplies</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Technology</td>
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<td>Other Direct Costs</td>
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<tr>
<td>Other Indirect Costs</td>
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<tr>
<td>Total Expected Cost</td>
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16. Manager Review: ____________________________ Date: ____________

   (name and title)

   *Impacted Area Review (for all units/departments listed in items 12 and 13):*

<table>
<thead>
<tr>
<th>Unit/Department Name</th>
<th>Manager (name, title, signature)</th>
<th>Review Date</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Career Center</td>
<td>Michael Regan, Ass’t Dir</td>
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<tr>
<td>Eureka Library</td>
<td>Jason Leppaluoto, Director</td>
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<td>TSS</td>
<td>Paul Agpawa, Manager</td>
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<tr>
<td>DSPS</td>
<td>Tracey Thomas, Director</td>
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</tbody>
</table>

*For Office Use Only*

   Date submitted to CPC Support Team:

   Action Plan Number Assigned:

   CPC Support Team Action:

   Date submitted to CPC:

   CPC Action:

   Date: