**2016 – 2017 Divisional Assessment Process**

***Mission, Vision, Goals, Outcomes & Objectives***

***Part I***

**Please enter your information on this draft document and email it to your assessment liaison\* for review. Once your liaison has reviewed and returned it to you, submit final document. DRAFT DUE: July 1, 2016**, **to your department liaison**. **FINAL DOCUMENT DUE:** **August 1, 2016, to** **saemassess@oswego.edu**

**Department:** Career Services

**Submitted by:** Gary Morris

**Review your assessment data from last year. Reaffirm or revise your Department Mission & Vision:**

**MISSION:** Career Services provides comprehensive strategies and resources to engage students and alumni in the career development process in order to develop life-long career decision-making skills and strategies.

**VISION:** Career Services will be recognized by the college community and external stakeholders as the premier resource for providing high-end customized services that position students and alumni to explore, identify, and successfully compete for careers that match their personal and professional goals.

**DEPARTMENT GOALS 2016-2017**

* **Review Department goals from 2015-2016.**
* **Are they still aligned with your mission & vision?**
* **What goals from 2015-2016 do you plan to keep? (please list below)**
* **Are there goals you need to modify?**
* **Set new department goals for 2016-2017.**

***Copy and paste the Goal/Outcome/Objective as many times as necessary for the goals you have chosen to pursue for 2016-2017.***

**GOAL 1:**

***To what do you aspire?***

Provide tailored career development programs & services for students through an industry model that includes faculty, staff, industry experts, and alumni

**OUTCOME:**

***Specify your desired effect on students (the outcome) that will contribute to the attainment of this goal (ABCD):***

As a result of increased faculty engagement, 50% of undergraduate students we engage with through our 1:1 coaching appointments and/or Resource Center will be based on faculty referral.

**OBJECTIVE:**

***What will you accomplish in the short term (2016-2017) (SMART)?***

Objective 1:  Share relevant online resources with academic departments for inclusion on their websites by May 2017.

Objective 2: Develop system to track faculty engagement with our office, reward high achievers and expand outreach to unconnected faculty by Jan, 2017.

**ASSESSMENT: Goal 1 Objectives**

**Title of Assessment Project:** Faculty Engagement

**Method of assessing outcome:** Online research, development of spreadsheet to track engagement

 **Do you need IR Approval\*\*** Yes \_\_\_\_\_\_ No X

**Expected Completion Date:** June 2017

**Contact Person for the Project:** Gary Morris

**GOAL 2:**

***To what do you aspire?***

Students who are unconfirmed about their major or career aspirations will engage in self-assessment & exploration activities designed to help them make timely & informed decisions about their academic & career path

**OUTCOME:**

***Specify your desired effect on students (the outcome) that will contribute to the attainment of this goal (ABCD):***

As a result of increased engagement with students and faculty in selected majors, graduates working or studying in their field of choice will increase from less than 60% to at least 75%.

**OBJECTIVE:**

***What will you accomplish in the short term (2016-2017) (SMART)?***

Objective 1: Increase employer outreach efforts to create more opportunities and develop connections by May 2017.

Objective 2: Meet with faculty to articulate destination results and develop targeted resources by May 2017.

Objective 3:  Expand active outreach to students to encourage participation in 1:1 appointments, programs, and services by May 2017.

**ASSESSMENT: Goal 2 Objectives**

**Title of Assessment Project:** Increase Relatedness of Career Choice

**Method of assessing outcome:** Data driven analysis of employer outreach and conversion of

relationships to opportunities; feedback from faculty re: first destination conversations and ongoing

strategies; data driven analysis of student participation in programs/services.

 **Do you need IR Approval\*\*** Yes \_\_\_\_\_\_ No X

**Expected Completion Date:** June 2017

**Contact Person for the Project:** Gary Morris

OTHER ASSESSMENT PROJECTS:

**List other assessments your department plans to conduct during 2016-2017 (i.e. benchmarking, satisfaction, student employee evaluations, tracking, etc.)**

**Title of Assessment Project:** First Destination Outcomes

**Method of assessing outcome:** Multiple (email, phone, paper)

 **Do you need IR Approval\*\*** Yes \_\_\_\_\_\_ No X

**Expected Completion Date:** June 2017

**Contact Person for the Project:** Gary Morris

**Title of Assessment Project:** GST 110

**Method of assessing outcome:** Formal assessment via CEL to align with overall goals in

addition to local class assessment - written

 **Do you need IR Approval\*\*** Yes \_\_\_\_\_\_ No X

**Expected Completion Date:** January 2017

**Contact Person for the Project:** Jackie Wallace

**NOTES:**

**\*\*If your project fits any one of the following criteria, IR Approval will be necessary:**

* Needs assessments to non-users of services or intended to determine student perceptions of services provided (outside of the Point of Service)
* Electronic surveys administered to more than 75 students.
* Surveys conducted for purpose of research (for professional development or publication)

\*Department Liaisons:

* **Kathy Evans:**Admissions, Orientation, Lifestyles
* **Rick Kolenda:**Financial Aid, Auxiliary Services, Health Center
* **Christy Huynh:**Community Services, Career Services, Athletics, Disability Services
* **Sara Rebeor:**Campus Life, Counseling, Residence Life, Student Conduct

Assessment Part I/2016-2017/mmm