Career-Tech Support Unit

I. Unit Mission

In conjunction with the College and the Division of Student Services, the mission of the Career Technical Support Unit is to provide a continuum of programs and activities for preparing and assisting students in their transition from the College to professional careers and the lifelong learning it requires. The Career Center and Work-Based Learning units exist to assist, students, alumnae, and other members of the Northwest Mississippi community to translate knowledge about themselves into career plans that are meaningful and satisfying. The Career Center’s purpose is to identify their capabilities, interests, skills, and acquired knowledge to assist them in identifying career options. While the Work-Based Learning’s purpose is to provide students with work site structured opportunities that prepare them for current and future careers. In so doing, these units provide an important bridge between academic pursuits and career goals. Special Population’s purpose is to enable disadvantaged or students with disabilities opportunities to overcome any barrier to success in their chosen area of study. The basis of these services is to promote campus awareness of the world of work, the need for and nature of career development over the career/life span and supporting students with barriers.

II. Unit Goals

The goals of the Career- Technical Support Units are to:

- Be available to students to identify career goals, develop career education plans, complete career exploration and provide information regarding career development.
- Provide work site opportunities for Career-Technical students.
- Maintain relationship in coordinating disadvantaged and disability support for students.

RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:

The Career-Technical Support Unit purpose statement supports the Northwest goal by assisting with meeting the employment and special needs of the student.
III. Evaluations of the Unit and Use of Results Forms

Evaluations of the unit include the NWCC Services Survey for the Career Center. This survey is administered to students at the end of both fall and spring semesters as well as in the spring to the College Planning Council. Surveys are additionally conducted for the Career-Tech Expo. Both results and survey are attached.

IV. Annual Plan to Improve

The annual assessment reports for the unit’s Plan to Improve are included at the end of this report in the Unit Annual Outcome Objectives.

V. Analysis of Unit Strengths, Weaknesses, Opportunities, Threats

Unit Strengths

The Career-Technical Support Unit strengths are as follows:

- The Career Center is staffed with two credentialed career counselors. Work-Based Learning is coordinated by industry experienced personnel. Special populations is coordinated by an experienced and licensed teacher.
- The Unit is available for students from 8:00 to 4:30 Monday through Friday.
- The Unit has two computer labs accessible for all students and students with disabilities. These provide the student an opportunity to conduct the most technologically advanced assessments, academic training, and remediation, as well as, career exploration, planning, search and general career use.
- Career assessments are available free of charge to students along with many resources on-line.
- Workshops are available to instructors, high school counselors, and our community.
- An accessible website that allows students opportunities to complete career development through utilizing resources on-line.
- Staff development is available for Career-tech high school and post-secondary instructors.

Unit Weakness

The Center is only open during normal day hours and does not provide accessibility to evening students. There is a lack of use by instructors utilizing the services available from the support unit. A greater use of services would be beneficial for students increasing SCANS competencies. The website not being up dated on a regular basis prohibits some of the most current career information for students. Students having an unrealistic view of their futures, lack of knowledge about careers, and how to plan for their futures is a weakness that our unit is continually working to improve.
Unit Opportunities

Future opportunities for the unit arise from the weaknesses expressed above.

a) Extending availability of the Career Center one night a week might be helpful for students who are taking evening course work.

b) Providing opportunities for instructors to be aware of the services that are provided through the Career-Tech Support Unit. This provides an opportunity to meet SCANS competencies for all NWCC students.

c) Maintain and providing up to date information on the website.

d) Start implementing workshops for students throughout each semester on topics relevant to careers and career planning. Also, develop a class on choosing a major or a career class to provide career planning coursework in which students can get one hour credit.

Unit Threats

- Changes in technology
- Decrease in program enrollment
- Other Career Technology programs in our district
VI. SACS Principles Compliance Survey

Institutional Effectiveness:

1. Are research-based evaluation processes used for assessing the service unit?
   YES X NO
   If yes, list all survey instruments and other processes used by the unit for evaluating
   effectiveness. Career Center Services Survey and the Career Tech Expo Survey, both of
   which are administered annually.

2. Do the use of evaluation processes result in continuing improvement in the unit?
   YES X NO
   If yes, describe some of the recent improvements that have come about in response to
   needs identified through evaluation processes.
   In response to "students not aware of the Career Center", on-going ways to increase
   student awareness through presenting in classes, flyers, up-dated website, and providing
   information at student functions.

3. Does the unit identify expected outcomes for its services; assess whether it achieves these
   outcomes; and provide evidence of improvement based on analysis of those results?
   YES X NO
   Provide copies of the unit's "Plan to Improve" four column model for the most recent
   cycle

4. If an outcome is not achieved, are documented modifications or improvements made in
   the unit?
   YES X NO

5. Is adequate financial support available to support the scope of service offered through the
   unit?
   YES X NO

6. Does the institution operate and maintain physical facilities that are adequate to serve the
   needs of this unit?
   YES X NO

7. Are the physical facilities for this unit accessible to disabled students?
   YES X NO

8. Is the budget information accessible on-line to the unit supervisor?
   YES X NO

9. Does the unit have a defined mission statement?
   YES X NO
   If yes, provide mission statement below.
   In conjunction with the College and the Division of Student Services, the mission of the Career
   Technical Support Unit is to provide a continuum of programs and activities for preparing and
   assisting students in their transition from the College to professional careers and the lifelong
   learning it requires. The Career Center and Work-Based Learning units exists to assist, students,
   alumnae, and other members of the Northwest Mississippi community to translate knowledge
   about themselves into career plans that are meaningful and satisfying. The Career Center's
   purpose is to identify their capabilities, interests, skills, and acquired knowledge to assist them in
   identifying career options. While the Work-Based Learning’s purpose is to provide students with
   work site structured opportunities that prepare them for current and future careers. In so doing,
   these units provide an important bridge between academic pursuits and career goals. Special
   Population’s purpose is to enable disadvantaged or students with disabilities opportunities to
   overcome any barrier to success in their chosen area of study. The basis of these services is to
promote campus awareness of the world of work, the need for and nature of career development over the career/life span and supporting students with barriers.

10. Is this unit's mission related to the College's Statement of Mission?
   YES ☒ NO
   The Career-Technical Support Unit purpose statement supports the Northwest goal by assisting with meeting the employment and special needs of the student.

11. Does the unit have qualified staff with the experience, competence, and capacity to fulfill the mission of the unit?
   YES ☒ NO
   Career Center Director: Kristin A. Watson
   Counselor: Steven Floyd, Masters in Counseling
   ▪ Work Based Learning Coordinator: Beth Dickerson
   ▪ Special Populations Coordinator: Rhonda Still

12. Does the unit have staff members charged with the responsibility for supervision and coordination of the unit?
   YES ☒ NO
   Career-Technical Dean

13. Is the number of administrator/ staff members employed for the unit adequate to support the unit effectively?
   YES ☒ NO

14. Are administrator and staff member in this unit careful in protecting the security, confidentiality, and integrity of student/staff records?
   YES ☒ NO
   A shredder is used in the unit to effectively discard any confidential data. Care is also taken with student files and information being housed in a locked filing cabinet and shredded when no longer needed. Confidentiality is part of our responsibility of ethical consideration as counselors.

15. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this service unit? YES ☒ NO

ANY ITEMS ANSWERED WITH A NEGATIVE RESPONSE INDICATE THAT THE INSTITUTION IS OUT OF COMPLIANCE AND MUST BE ACCOMPANIED WITH A WRITTEN PLAN FOR COMPLIANCE ON THE ISSUE

Provide discussion below for any question that was assigned a "no" answer on the Principles Compliance Survey, and then provide a plan of improvement for each of those questions in the space below. Indicate the question number, your discussion, and the plan of action.

No questions were answered with negative response by the Career Technical Support unit.

VII. Unit Improvements resulting from the Planning Process

In response to "students not aware of the Career Center", on-going ways to increase student awareness through presenting in classes, flyers, up-dated website, and providing information at student functions.
VIII. Personal Information Sheets for Key Staff Members

PERSONAL INFORMATION SHEET

Name: Kristin A Watson       Unit: Career Center       Date: January 17, 2006

Position Held: Career Center Director
Job Duties: Provide individual and group counseling in the Career Center; conduct workshops for students and community on needed career-related topics; maintain relationships with area secondary schools; manage the Career Center by keeping information current and work as a team member with other professionals in organizing and implementing innovative educational programs and presentations; Coordinator of CPAS Occupational Specific testing for district and managing career center’s day to day functions.

1) I have worked at Northwest Mississippi Community College for 7 months.
2) I have worked in my current position at Northwest for 2 months.
3) I have a total of 13 years of experience
4) List prior positions held with job duties and number of years experience in each.
   - Vocational Evaluator/Career Counselor, University of Memphis-4 1/2 years
   - Trainer, University of Memphis-1 year
   - Job Placement Specialists, Partners in Placement (non-profit)-1 year
   - Job Readiness Trainer, University of Memphis (grant)-2 1/2 years
   - Recreational Staff, Baddour Center-3 years
   - Waitress, Pizza Hut-2 years

Highest degree held: I currently hold:
X Master in counseling

Accomplishments:
Chapter published in Test Review Manual for Vocational Evaluators
Presenter at Mid-South Professional Counseling Symposium in Nashville, TN
Certified Vocational Evaluator (2004)

Civic Interests/ Professional Affiliations
Mississippi Counseling Association, Mississippi Community/Junior College Counseling Association, National Career Development Association, Association for Career Technology Educators, Mississippi Association of Colleges and Employers

NWCC Committee Assignments:
SCANS, Bull-A-Rama, Career-Tech Management

Kristin A. Watson
Signature of Employee       Date: January 17, 2006
PERSONAL INFORMATION SHEET

Name: Rhonda S. Still         Unit: Career Technical Support         Date: January, 2006

Position Held: Special Population Coordinator

Job Duties: TABE testing for all Career Tech programs; NET testing and interviewing for all LPN candidates Senatobia and Benton campuses; Coordination, accounting, and reporting of disability and disadvantaged services for Career Tech Division; Manage Related Studies Computer Lab; Conduct secondary and post secondary professional development for faculty in-service for Career Tech Division and area high schools.

1) I have worked at Northwest Mississippi Community College for the past six years. I taught part time for NWCC from 1980-1984.
2) I have worked in my current position at Northwest for five and one half years.
3) I have a total of 28 years of experience.
4) List prior positions held with job duties and number of years experience in each.
   - Jan- May, 2000 - Northwest Mississippi Community College – School to Careers Curriculum Coordinator
   - 1985 – 1999 - Magnolia Heights School Reading and English Teacher
   - 1980 – 1984 - Northwest Mississippi Community College - Reading Improvement and Study Skills Instructor
   - 1976-1978 – Senatobia Elementary School – Middle School Reading Teacher
   - 1975-1976 - Coldwater High School-Middle School English Teacher

Highest degree held:

X Masters in Education

Accomplishments:

- Participant in presentations given on the local, regional, and national level.

Civic Interests/ Professional Affiliations:

- MSACTE Member and Career Tech Management Team Member

NWCC Committee Assignments:

- Marketing Committee, Discipline Committee, and SCANS Committee

Rhonda S. Still

Signature of Employee         Date: January 24, 2006
PERSONAL INFORMATION SHEET

Name: Steven S. Floyd       Unit: Career Technical Support       Date: January, 2006

Position Held: Career Technical Counselor

Job Duties: Provide individual and group counseling in the Career Center; conduct workshop for students and community on needed career-related topics; maintain relationships with area secondary school; manage the Career Center by keeping information current; and work as a team member with other professionals in organizing and implementing innovative educational programs and presentations.

5) I have worked at Northwest Mississippi Community College for 2 months.
6) I have worked in my current position at Northwest for 2 months.
7) I have a total of 18 years of experience.
8) List prior positions held with job duties and number of years experience in each.

- Middle School Counselor-2004-2005
- Internship Student-2003-2004
- Business Owner-2001-2002
- Needs Assessment Director-1998-2000
- Adult Recruiter-1996-1998
- Needs Assessment Specialist-1993-1995
- CDL Safety Specialist-1989-1992

Highest degree held:

X Masters in Counseling

Accomplishments:

- Graduated Cum Laude

Civic Interests/ Professional Affiliations:

- American Counseling Association, American School Counselor Association, Tennessee Counseling Association, National Education Association

NWCC Committee Assignments:

- SCANS Committee

Steven Floyd

Signature of Employee       Date: January 26, 2006
IX. Budget

Career Center

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage</td>
<td>50.00</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>500.00</td>
</tr>
<tr>
<td>Educational Material</td>
<td>1,100.00</td>
</tr>
<tr>
<td>Travel in state</td>
<td>2,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3650.00</strong></td>
</tr>
</tbody>
</table>

Appendix 3: Evaluations of the Unit for Last period

See Attached
Northwest Mississippi Community College
Evaluation Follow-up Form

The following form is to be completed and signed by the appropriate service unit supervisor after reviewing the results of the unit's evaluation and after a discussion with co-workers on needed changes identified in the evaluation process. The completion of this form is meant to stimulate reflections about the purpose of the unit and to encourage the best use of results of these evaluations. A copy of this form will be sent to the appropriate Vice-President and filed with the unit's Service Review forms.

Service Unit: Career Tech Support Unit
Date of Review of Evaluations: Spring, 2006

The unit's strong points as identified by the evaluation are:

- As a Unit, we meet weekly to discuss new projects and ideas.
- We understand and are committed to the NWCC mission and goals.
- Those who had used the Career Tech Support Unit were satisfied with the assistance/service they received.
- Involvement in state organizations to be abreast of changes and new innovative ideas for our area.

Opportunities for improvement identified by the evaluation are:

- Increasing opportunities for students/faculty to learn about the services offered.
- Providing useful and valuable information that the student or prospective student can take away.
- Extending hours for the Career Center one night a week for evening students.

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

- Posting flyers around campus to tell about the Career Center, Work-Based Learning, and Special Populations.
- Soliciting opportunities to talk to classes about what we can assist them with as well as on topics relevant to careers.

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Kristin A. Watson
Co-workers in unit: Steve Floyd, Rhonda Still, Beth Dickerson
### NORTWEST COMMUNITY COLLEGE
### 2002 UNIT ANNUAL OUTCOME OBJECTIVES
### EDUCATIONAL PROGRAMS

Planning Unit: Career Technical Support Programs (Special Populations, Work-Based Learning, Career Center)

#### UNIT PURPOSE STATEMENT:
To maintain quality educational support services

#### RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:

<table>
<thead>
<tr>
<th>Unit/Program Intended Outcome Objective</th>
<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
<th>Use of Results Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>To promote employability skills across campus</td>
<td>SCANS Committee Development of student portfolios for technical graduates</td>
<td>Monthly meetings held Portfolio development in progress</td>
<td>Continue and expand</td>
</tr>
<tr>
<td>To improve ACT WorkKeys scores</td>
<td>Training on Keytrain software</td>
<td>Instructors scheduled student lab times</td>
<td>Complete and implement</td>
</tr>
<tr>
<td>Promote Career Technical Education in district</td>
<td>Career-Tech Expo Offer in-service opportunities to high schools</td>
<td>2002 Expo held with full eleven county participation – strong industry participation</td>
<td>Continue and expand</td>
</tr>
<tr>
<td>Build stronger communication and network between Business and Career-Technical Education</td>
<td>Continued placement of students in part-time skill specific jobs Business and Industry visits</td>
<td>School districts scheduled in-service opportunities</td>
<td>Continue and promote</td>
</tr>
<tr>
<td>Improve entrance scores for LPN and Paramedic applicants</td>
<td>Workshops on basic skills (Reading, Math, Language)</td>
<td>Local industries hire Career-Tech students</td>
<td>Continue and add appropriate program participation – continue working with Workforce Development Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Career Technical students and instructors made industry visits</td>
<td>Continue and expand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheduled and implemented</td>
<td>Continue and promote</td>
</tr>
</tbody>
</table>
### NORTWEST COMMUNITY COLLEGE
#### 2003 UNIT ANNUAL OUTCOME OBJECTIVES
##### EDUCATIONAL PROGRAMS

**Planning Unit:** Career Technical Support Programs (Special Populations, Work-Based Learning, Career Center)

<table>
<thead>
<tr>
<th>Unit/Program Intended Outcome Objective</th>
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<th>Assessment/Evaluation Results</th>
<th>Use of Results Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To promote employability skills across campus</td>
<td>1. SCANS Committee</td>
<td>1. Continuing. Minutes posted on web</td>
<td>1. Participation has increased</td>
</tr>
<tr>
<td>5. Improve entrance scores for LPN</td>
<td>5. Workshops on basic skills (Reading, Math, Language)</td>
<td>5. Workshop Completed/On-going</td>
<td>4. Continue business and industry visits</td>
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<td></td>
<td></td>
<td></td>
<td>5. Filled LPN 03-04 class</td>
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<td></td>
<td></td>
<td></td>
<td>6. Greater student participation</td>
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<td></td>
<td></td>
<td></td>
<td>7a. Mock interviews conducted, resume writing workshops, students demonstrated technical and social skills at Expo ’03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7b. 2 instructors plan to initiate Honor Society 2004-05</td>
</tr>
<tr>
<td>Unit/Program Intended Outcome Objective</td>
<td>Strategy/Procedure To Achieve Outcome Activity</td>
<td>Assessment/Evaluation Results</td>
<td>Use of Results Improvement</td>
</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>5. Improve entrance scores for LPN</td>
<td>5. Workshops on basic skills (Reading, Math, Language)</td>
<td>5. Workshops held Summer 04</td>
<td>5. Increased number of students qualified</td>
</tr>
<tr>
<td>7. Strengthen Social and Professional Skills of Career-Tech Students</td>
<td>7a. Planned professional social activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7b. Initiate a National Vocational-Technical Honor Society on Senatobia Campus.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>