

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name Career Center **Academic Year** 2023-24

1. Has your program mission or primary function changed in the last year?
 - No

A primary goal of this office is to identify and provide current career information and resources so that you may:

- Identify and assess your interests, skills, and aptitudes/abilities
 - Use assessment results to research potential career options
 - Use career assessment reports for advising, academic planning and follow-up
 - Research scholarship sources, schools, and labor market information
2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)
 - Our College Corps host sites have increased to 27, including 17 K-12 sites, 5 food insecurity sites, and 5 climate sites.
 - Cooperate Work Experience changed to Work Experience Education effective February 2024. Student are given 1 unit for each 54 hours worked, regardless of the position being paid or unpaid.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.
 - This year we assessed SLO 2: Student will be able to identify a major/career to develop a Student Education Plan.

The results were as follows:

13 students or 81% met the standard

3 students or 19% did not meet the standard.

- Over 2,500 students attended the Career Expo in spring 2024. Out of the 2,500 students who were surveyed, 16 students to determine if attending the Career Expo Day introduced to any new career options or fields that students were previously unaware of.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

- Students were chosen at random after the Career Expo to respond to the survey questions. Not all students were interested in responding to the survey questions. It is important to note that some students were able to go onto campus tours while others were not.
- Due to busing issues not all students in their junior year of high school were able to attend the Career Expo Day. Students who were not able to attend Career Expo Day may or may not have a clear goal in mind. Allan Hancock College does not provide an overview of all academic and Career Technical Education programs during orientation nor at the beginning of the academic year. Only if students ask to view the programs on the website or in a counseling appointment, will they learn about all the programs available.
- Overall, we feel that the students who do attend Career Expo, have a firm grasp regarding the available majors and career opportunities. This is a good indicator that the Career Expo is effective in providing students with the information to make an informed career/major decision.

c. Please summarize recommendations and/or accolades that were made within the program/department.

- The effectiveness of the Career Expo has been shared with the Career Center team by student surveys. Students are happy with the information they receive, and they appear eager to have more opportunities for exploration.
- We recommend providing more exploration modalities through technology such as virtual reality using Transfr Career Exploration 2.0.
- Changes in technology and limited access to high paying job shadowing have created challenges for students to fully assess their interests through merely reading and watching videos. Through interactive and hands-on opportunities students can better assess their aptitudes, interests and skills with virtual reality.
- Purchase 4 Transfr Virtual Reality headsets and have a space for students to use the headsets within the Career Center, especially for students who were not able to attend the Career Expo.

d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.

N/A

3. Were there any staffing changes?

Yes

- The contract for the Interim Program Director of the Career Center ended effective June 30, 2024.
- The Business Outreach Specialist left June 30, 2024 for a new position outside of the district.

- The 170-day Program Assistant used the last of their hours in April 2024.
- 1 Career Counselor was out for the fall 2023 semester and returned part-time for spring 2024.

4. What were your program successes in your area of focus last year?

- **Counseling services** – Students received one-on-one counseling/advising, assistance with registration, development of a student education plan, or others.

Fall 2023 & Spring 2024 – 1,218 (duplicate numbers) students were assisted with counseling services with the 2 Career Counselors.

- **College Corps** - A statewide program that provides paid service opportunities for college students. It enables students to serve their communities while alleviating the burden of student debt and gaining valuable work experience. Participants can earn up to \$10,000 by completing up to 450 hours of community service within a local non-profit organization that focuses in K-12 education, climate action, or food insecurity.

Fall 2023 & Spring 2024 – 50 students participated in College Corps at 27 different host sites.

- **Skills USA** - A national partnership between students, teachers, and industry professionals working together to ensure a skilled American workforce. The SkillsUSA program helps students learn new skills and excel by providing educational programs, events, and competitions that support Career Technical Educational (CTE) leadership in our community.

Fall 2023 & Spring 2024 – 80 students started Skills in fall 2023. 36 of those students went to state competitions, where they earned 17 gold medals, 7 silver medals, and 4 bronze medals. 15 of those students went on to the national competition and earned 1 silver medal, and 3 bronze medals.

The accomplishments above support the college's strategic goals in that student success are core values and continued goals provided by the Career Center. In addition, the highlights of the year follow the strategic direction of Student Learning and Success in changing the odds by keeping students: directed, focused, nurtured, engaged, connected, and valued.

CTE two-year review of labor market data and pre-requisite review

5. Does the program meet documented labor market demand?
- N/A

6. How does the program address needs that are not met by similar programs?
 - N/A

7. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.
 - N/A

8. Have recommendations from the previous report been addressed?
 - N/A

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics**. *This section is only used if there are new planning initiatives and resources requested.*

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ-2	Equipment	~ /ideo cameras \$600 each

New Program Planning Initiative (Objective) – Yearly Planning Only	
Title (including number):	Transfr Career Exploration 2.0 Virtual Reality
Planning years:	2024-2026


Description:

- The effectiveness of the Career Expo has been shared with the Career Center team by student surveys. Students are happy with the information they receive, and they appear eager to have more opportunities for exploration.
- We recommend providing more exploration modalities through technology such as virtual reality using Transfr Career Exploration 2.0.
- Changes in technology and limited access to high paying job shadowing have created challenges for students to fully assess their interests through merely reading and watching videos. Through interactive and hands-on opportunities students can better assess their aptitudes, interests and skills with virtual reality.
- Purchase 4 Transfr Virtual Reality headsets and have a space for students to use the headsets within the Career Center, especially for students who were not able to attend the Caree Expo.

What college plans are associated with this Objective? (Please select from the list below):

- Ed Master Plan Student Equity Plan Guided Pathways AB 705/1705
- Technology Plan Facilities Plan Strong Workforce Equal Employment Opp.
- Title V

Program Review Signature Page:


[David Hernandez \(Sep 12, 2024 10:36 PDT\)](#)


Program Review Lead

Date



Program Dean

Date


[Genevieve Swabessy \(Sep 14, 2024 07:28 PDT\)](#)

Vice President, Student Services

Date












Career Center Yearly Planning 2023-2024

Final Audit Report

2024-09-14

Created:	2024-09-12
By:	Holly Pankonin (holly.pankonin@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtVRFZ4zItUzA-oclwsES5thjLWvrA-a

"Career Center Yearly Planning 2023-2024" History

-  Document created by Holly Pankonin (holly.pankonin@hancockcollege.edu)
2024-09-12 - 4:25:26 PM GMT- IP address: 209.129.94.61
-  Document emailed to David Hernandez (dhernandez@hancockcollege.edu) for signature
2024-09-12 - 4:25:43 PM GMT
-  Email viewed by David Hernandez (dhernandez@hancockcollege.edu)
2024-09-12 - 5:36:18 PM GMT- IP address: 209.129.94.61
-  Document e-signed by David Hernandez (dhernandez@hancockcollege.edu)
Signature Date: 2024-09-12 - 5:36:28 PM GMT - Time Source: server- IP address: 209.129.94.61
-  Document emailed to Yvonne Teniente (yteniente@hancockcollege.edu) for signature
2024-09-12 - 5:36:30 PM GMT
-  Email viewed by Yvonne Teniente (yteniente@hancockcollege.edu)
2024-09-12 - 7:49:30 PM GMT- IP address: 209.129.94.61
-  Document e-signed by Yvonne Teniente (yteniente@hancockcollege.edu)
Signature Date: 2024-09-12 - 7:49:44 PM GMT - Time Source: server- IP address: 209.129.94.61
-  Document emailed to Genevieve Siwabessy (gsiwabessy@hancockcollege.edu) for signature
2024-09-12 - 7:49:45 PM GMT
-  Email viewed by Genevieve Siwabessy (gsiwabessy@hancockcollege.edu)
2024-09-14 - 2:25:11 PM GMT- IP address: 174.195.81.114
-  Document e-signed by Genevieve Siwabessy (gsiwabessy@hancockcollege.edu)
Signature Date: 2024-09-14 - 2:28:48 PM GMT - Time Source: server- IP address: 104.28.123.181
-  Agreement completed.
2024-09-14 - 2:28:48 PM GMT

Area of Focus Discussion Template

EDUCATION AND INDUSTRY PARTNERSHIPS

Education and Industry Partnerships – review relationships with four-year institutions including preparation for transfer and changes in major requirements assess employment as well as review employment and the needs of employers and regional partners. Sample activities include the following:

Possible topics:

- Review CTE labor market information and trends.

1. What data were analyzed and what were the main conclusions?

Lightcast data was analyzed to determine the need for internships and exposure to students during Career Exploration for the Electrical and Electronic Engineering Technologists and Technicians. Also, current enrollment data shows the Electronics Technology program has 36 students between the EL 118/119, and EL 122/123 courses. The job posting for SLO and SB Counties is high at 14 postings per month, while the national average is 11 postings per month. 330 jobs existed in our area for 2023. In previous years, Range Generation Next (RGNext) had a cohort of students in the Electronics Technology program which generated many graduates prior to the Covid pandemic. Internships and exposure to this subject area is needed to meet the growing demand compounded with the 55-64 age group set to retire, which make up 28.2% of the occupation in SLO and SB Counties.

2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?

Many students do not have a network of professionals to access the career opportunities available at many of are larger electronic technology employer, many who are located on the Vandenberg Space Force Base. Without special access to the Base, many students are bypassing a high paying career (\$75,356 in 2023). Without a proper overview of what these career entail, there will consistently be a short-fall of workers if proper internships are not created. Quintron was one employer that offered internships for a Test Technician.

3. What are your plans for change or *innovation*?

We hope to acquire 4 headsets to from Transfr Virtual Reality to assist students in understanding how lucrative this field is by next fall including networking and electronics technology career opportunities. In addition, at the Guided Pathways Welcome Event on August 30, 2024, the Career Counselor David Hernandez along with the Electronics Technology Instructor, Justin Rucker will discuss the Career Technical Education programs available in the Sciences and Technology Area of Interest with particular emphasis on electronic technology career opportunities.

4. How will you *measure* the results of your plans to determine if they are successful? By meeting the shortfall of qualified electronic technicians to meet the demand of the employers by at least 50% including RGNext, Aerotek, Bruker, Entegris, Empirical Systems Aerospace, and Quintron. 28 positions were test technicians or electronics technicians.

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

1. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)
2. Are there specific recommendations regarding the core topic responses from the validation team?

Based on the narratives for the prompts above, what are some program planning initiatives and resources needed for the upcoming years? Use the tables below to fill in **NEW** resources and planning initiatives. ***This section is only used if there are new planning initiatives and resources requested that pertain to the Core Topic only.***

Sample:

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	<i>ER Obj-2 Video Speeches for Student Learning and enhancement</i>
Planning years:	<i>(The academic years this will take to complete) 2021-22 to 2024-25</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student’s speech provides a very constructive approach to review and improve their oratory skills.	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705 <input type="checkbox"/> Technology Plan <input checked="" type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and

misc. resources needed. Send completed excel document along with completed program view core topic for signature.

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ- 2	Equipment	/video cameras \$600 each

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	4 VR Oculus Headsets to expose incoming students to Electronics field
Planning years:	(The academic years this will take to complete) 2024-25 to 2027-28
Description:	
<p>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</p> <p>The success of programs that have been historically underrepresented in outreach events to local high schools can benefit from Virtual Reality exposure. In addition, stronger internship relationships with electronics employers after students find out how rewarding this career field can be. Resource has been funded through Strong Workforce.</p>	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input checked="" type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705	
<input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input checked="" type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp.	
<input type="checkbox"/> Title V	

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	
Planning years:	<i>(The academic years this will take to complete)</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705 <input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	
Planning years:	<i>(The academic years this will take to complete)</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705 <input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	
Planning years:	<i>(The academic years this will take to complete)</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705 <input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	
Planning years:	<i>(The academic years this will take to complete)</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705 <input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

Program Review Signature Page:

David Hernandez

5/29/2024

Program Review Lead

Date

Program Dean

Date

Vice President, Academic Affairs

Date