



Student Services Program Review

Semester & Year: Spring 2016

Service Area: Career Job Placement Center

Program Review Chair: Blake English

Program Review Coordinator: Yvonne Teniente
Program Review Team Members: Herb Elliott
Clint Freeland
Yvette Dorado

Mission:

The Career/Job Placement Center (CJPC) is an integral part of the career and educational process at Allan Hancock College. Supporting the college's overall mission, the Center provides career counseling, educational counseling, and job opportunities that enhance both student learning and the creative, intellectual, cultural, and economic vitality of our diverse community. The CJPC is committed to serving a diverse student and community population by assisting them in making career and educational choices that will lead them towards gainful employment and becoming a productive member of society.

Program Purpose:

The center provides career counseling, career exploration classes (classroom and online), classroom presentations, computerized career assessments, internet career links, CD and book career resources, career workshops, 24 hour online job board, job related services such as resume development, application assistance, interview preparation, job search and placement, and tutorial skill testing. The CJPC coordinates the college's student worker and work study programs providing employment for over 300 student workers throughout the year. In addition, the CJPC serves as a resource for career guidance and employment for the community.

Please articulate the program’s connection to College Mission, Educational Master Plan, Strategic Plan, Facilities Master Plan, and other applicable college plans:

Strategic Plan 2014-2020: The CJPC plays a direct part in the eight goals of Student Learning and Success (SLS) as listed below.

| Strategic Plan Goal | CJPC contributions to goal |
|---|---|
| Goal SLS1: To ensure continuous improvement based on Student Learning Outcomes assessment data. | SLO data is in the process of being compiled, analyzed and discussed. The data and improvement plans will be available in e-Lumen by July of 2016 |
| Goal SLS2: To support student access, achievement, and success. | CJPC is committed to providing quality career counseling, educational counseling, and job opportunities to all students. Articulating Career and educational goals increases student achievement and success. Students’ working on the campus gain work experience, and improve adaptive skills while earning an income. |
| Goal SLS3: Ensure students are directed: Help students clarify their aspirations, develop an educational focus they perceive as meaningful and develop a plan that moves them from enrollment to achievement of their goal. | Students meet with a Career Counselor to develop Career and educational goals. Providing and interpreting Career assessments, counselors work closely with students to explore their interest, values, and personality types. Correlating these factors with careers, students are able to articulate career goals. Student Educational Plans (SEP) are then developed to reach the students’ career or vocational goals. |
| Goal SLS4: Ensure students are focused: Foster students’ motivation and help them develop the skills needed to achieve their goals. | Providing career counseling, career assessments, jobs, classroom presentations, and various workshops the CJPC enhances students learning by bridging it with career development. Articulating an educational/career goal helps motivate students to activity pursue a stated goal. The CJPC works closely with other student services and academic departments to promote student success. |
| | |

| | |
|---|--|
| <p>Goal SLS5: Nurture Students: Convey a sense of caring where students' success is important and expected. Understand that a broad definition of diversity supports students and values experiences arising from race/ethnicity, socioeconomic background, age, religion, sexual orientation, gender, nationality, and veteran status.</p> | <p>The CJPC is an inclusive and welcoming environment. All students are treated with respect and understanding. The CJPC staff works closely with all student service departments. This helps to insure students success by receiving appropriate support services.</p> |
| <p>Goal SLS6: Engage students: Actively involve students in meaningful and authentic educational experiences and activities inside and outside of the classroom.</p> | <p>CJPC provides students with work experience on the campus. This allows students to develop working skills in conjunction with their education. Internships are provided for students to bridge learning with real world experiences. Each year the CJPC works with the community to provide Career fairs during the Fall and Spring semesters. The CJPC works closely with the Career Technical Education programs as well.</p> |
| <p>Goal SLS7: Ensure students are connected: Create connections between students and the institution and cultivate relationships that underscore how students' involvement with the college community can contribute to their academic and personal success.</p> | <p>Providing the above activities create connections with the students' education and real life experiences within the college and community at large. Promotion of campus events and various workshops are also provided each semester.</p> |
| <p>Goal SLS8: Value student contributions: Provide students with opportunities to contribute to and enrich the college culture and community.</p> | <p>Providing jobs allows student to work in departments across campus. Internships place students in the community volunteering in various sites. Student surveys are conducted pertaining to student learning outcomes and program review. Student feedback is sought regarding services and needs.</p> |

Follow Up: Previous Program Review Plan of Action

This is the first Program Review for the Career Job Placement Center

Student Services Program Review Self Study Responses

Program review is intended to be a reflective process that builds on the extensive qualitative and quantitative data gathered from not only program reviews and annual updates but also the office of the Institutional Research and Planning. The process lays out the program's major directions for the future and is the foundation for institutional planning and resource allocation. Eight individual criteria to be evaluated are presented along with major topics to address for each criteria. (Place your responses in the expandable text boxes below.)

1. Services and Curriculum

- A. Courses taught by program address student needs, support the educational objectives of the program, and when appropriate, address issues related to diversity and/or multicultural perspective.
- B. Program services are coordinated with local high schools and institutions of higher education.
- C. Faculty and staff have developed innovative services to meet student needs.
- D. Faculty and staff work collaboratively with other student services in program development and student referral, as well as with instructional programs and support services.
- E. Recent developments in technology have been incorporated into student support services.

A.

Methods/Evidence: Personal Development 100 (Personal and Career Exploration 3 units), Personal Development 101 (College Success) Personal Development 115 (Career Planning, online 1 unit), and Personal Development 110 (Success in College 1 unit). These classes use the CJPC as a resource. Personal Development 100 requires students to do several assignments using the CJPC. The Personal Development classes were developed to work with a diverse student population. A total of 18 Personal Development 100 classes, 14 Personal Development 101 classes, 5 Personal Development 115 classes, and 6 Personal Development 110 are offered during the year.

B.

Methods/Evidence: Each year the CJPC brings local High Schools on campus for the Fall Career Fair. Tours of the Career Technical Education Programs are provided to local High Schools and Junior High Schools throughout the year. Career Counselors also participate on local campus when they have Career Fairs. Fall Career Fair, Local school outreach and campus tours. The CJPC works closely with Cal Poly by providing Career Counseling and teaching internships for graduate students each year.

C.

Methods/Evidence: The CJPC provides career counseling, career assessments, orientations, workshops, classroom outreach, assessment presentations, work study, typing and filing assessments throughout the year. A 24 hour Job Board posts campus and community jobs on the students' portal. An annual Career Exploration Day event for AHC students, local High School students, and the general public during the fall semester. This year the CJPC will be working with the STEM Center to officer a Job Fair during the spring semester.

D. Methods/Evidence: The CJPC maintains close working relationships with the other Student Services Departments and the Personal Development Program. One of the counselors worked over 20 years in General Counseling. The newest hire had worked part-time for the counseling department for 5 years. Both counselors regularly attend the weekly counseling meetings which include General, Transfer, Learning Assistance, and EOPS/CARE counselors, Financial Aid, Admissions and Records, Academic divisions, and Testing. With the completion of the new One Stop Student Services Building all of these services are in one building which has strengthened the relationships. The Career/Job Placement Program Specialist has over 28 years of experience with the college. For 15 years she was in Human Resources working with employees across campus. For the last 13 years in the CJPC she has been responsible for the students in the work study program. This program works with departments across campus with over 300 student workers. As a result she interacts with most of departments and staff on the campus. The Career Day event involves faculty and staff campus wide.

E.

Methods/Evidence: Banner, Degree Works, and SARS have all been incorporated within the last several years. Banner is the College's system for student accounts, email, academic records and to the campus services. Degree Works is a new computer program designed to help students understand their degree progress and requirements. SARS (Student Application and Reporting System) is new to the CJPC this year. This system will help with scheduling and reporting services for future Program Reviews. There are also several new State and Federal Websites for Career Development Currently being use. The Career Café is a Virtual Career Center for California. The O*Net is an occupational information database. Career Cruising is an interactive career assessment and research program. These programs used to provide students with career assessments and up to date information on current and future careers.

Plan of Action: none

2. Student Support and Development

- A. The service area/program provides all prospective and currently enrolled students with current and accurate information about its program and services, conduct standards, complaint and grievance procedures; publishes policies consistent with its mission and follows practices consistent with those policies.
- B. Explain the various methods used by the service area to identify the educational support needs of its student population & the appropriate services provided to address those needs.
- C. Describe the procedures that are in place to identify and reduce bias and how they are evaluated to assure effectiveness.
- D. Identify and evaluate the various service locations and delivery methods used by the service area. Explain how program and services are providing equitable access to services regardless of location and means of delivery.
- E. Describe how the service area is involved in the maintenance of a healthy campus climate and supports a co-curricular environment that fosters intellectual, ethical, and personal development for the diverse student population it most frequently serves.
- F. Describe the methods used for maintaining student records permanently, securely, and confidentially

A. Methods/Evidence:

CJPC brochures, College Catalog, and CJPC Webpage. The College Online Orientation and live Orientation highlights the services of the CJPC. Fliers and brochures are located throughout the campus. CJPC Counselors give classroom presentations.

B. Methods/Evidence:

The CJPC works closely with other student services and academic departments to promote student success. Providing career counseling, career assessments, jobs, classroom presentations, and various workshops the CJPC enhances students learning by bridging it with career development. Working with the Student Equity Plan the CJPC has identified assessments to be used to help these students choose a career path. We also know that students who score into the lower level English classes are less likely to finish. Using this information the CJPC has provided career assessments for English Prep classes. Providing information and outreach at the new Veterans Center will be an additional area to offer services. Currently we have an office within the Career Technical Education (CTE) building to provide academic, and career counseling for CTE night students. Applying for funds through the Student Equity Plan for assessment funding. Continued outreach to English Prep classes.
CTE and Veteran outreach.

C. Methods/Evidence:

Faculty and Staff evaluations. A new Student Survey of the CPJC was developed this year.

D.**Methods/Evidence:**

The CJPC is located on the Santa Maria main campus and the Lompoc Center. Currently only the Santa Maria campus has career counselors. We are currently exploring ideas of how to provide career counseling to the Lompoc Valley Center. Developing a new webpage to reach all students and members of the community currently in development. Future projected needs are the working with Veteran Affairs and the Student Equity Committee.

E.**Methods/Evidence:**

The student population the CPJC services parallels the general student population of the College. The CJPC treats all students with respect and understanding. The CJPC staff works with other departments with the same respect and understanding they do students. Providing Career Services along with internships and campus employment allows students to develop in various areas of personal development.

F.**Methods/Evidence:**

Two systems are used to store student academic and counseling records. Banner is the campus system which holds students' transcripts, financial aid, and other personal information. SARS is an appointment and record system where students' counseling services and records are kept. The college also uses paper folders in some cases to maintain additional student information. Admissions and Records maintains older records.

Plan of Action:

Development of new website.

Explore how to provide career counseling to the Lompoc Valley Center.

3. Student Outcomes

- A. Describe the enrollment & demographic trends over the past three to five years of students served by the program.
- B. Identify student outcomes and, where relevant, compare students who received services to non-recipients on the following measures: successful course completion, course retention, fall to spring persistence, GPA, goal attainment, etc....
- C. Provide evidence from students (and staff where appropriate) that demonstrates the success/effectiveness of the program. Describe methods used for systematic evaluation and summarize the results.
- D. Describe the process within the program for developing & assessing student learning outcomes. Did you assess all the SLOs on the 6 year assessment plan? If not, please explain why. Conduct a summary analysis of the data collected and compare outcomes in the current program review to outcomes in the last review. Describe any changes made to the program based on the data (attach 6 year assessment plan in appendix).
- E. Identify any gaps or inequities among the students served by the program.
- F. Discuss your upcoming 6 year assessment Schedule

A.
Methods/Evidence:

This is the first program review so data for this information is not available specifically for the CJPC. The CJPC student demographic parallels the college in that it provides services for all students.

B.
Methods/Evidence:

Currently in the process of gathering Student Learning Outcomes and will have the results June, 2016.

C.
Methods/Evidence:

Surveys were developed and given to over 140 students. The results found that over 90% of the students were very satisfied to satisfied with all the services provided by the JCPC.

D.
Methods/Evidence:

This is the first program review of the JCPC. SLO's have been development and measured. The results will be available June 2016.

Annual Update

The annual update form should be submitted every year, *unless* a 6-year comprehensive review is due, in which case the 6-year review will be submitted.

- Please document appropriate *analyses* of assessment data including supportable conclusions. Tableau, eLumen, and other reports should be attached in support of your responses. Please do not state “see attached” in any of your responses.
- Reports are available via myHancock. On the “faculty tab”, click on program review status to access reports.
- Please make sure to respond to *each* question. Place your responses in the expandable text boxes below each question.
- All vocational programs are required to report labor market data *at least* every two years. Please make sure to include what the data indicates and attach to the annual update.
- Advisory committee meetings should be well documented. Be sure to include advisory board recommendations regularly during the annual update process.
- When identifying needed resources please make an effort to provide estimated costs. Omission of this information makes it difficult to prioritize and plan.
- Include any notable successes, student successes, program successes, etc.
- Annual updates are due by the Friday, April 8, 2016.

6-Year Comprehensive Program Review

- Validation team meetings should be scheduled to take place this semester.
- Remember to provide the validation team with a copy of the draft in preparation for the validation team meeting.
- The completed document should be submitted to academic affairs *UNBOUND* for scanning purposes.

E.

Methods/Evidence:

There is no knowledge of gaps or inequities on the main campus. The Lompoc Center does not offer the same services. Students in Lompoc have to travel to the main campus to receive many of the services provided.

F.

Discuss your upcoming 6 year assessment Schedule

Methods/Evidence:

See appendix.

Plan of Action: Explore options to provide similar services on the Lompoc Center.
Incorporate results of the 2016 SLOs to guide CJPC services.

4. Personnel and Support Services

- A. There is adequate staff and a sufficient full-time to part-time faculty ratio to meet student and program needs.
- B. Briefly describe the professional development of faculty and staff during the period under review, including opportunities and improvements. Does it support program innovations?
- C. Evaluation of staff is systematic and the process is effective and encourages improvement.
- D. Full-time faculty are actively involved in the process of hiring and evaluating faculty.

A.

Methods/Evidence:

The current staffing of the CJPC is two full time counselors, one full-time program specialist, one full-time career/job placement services assistant, and three part-time student workers. It has been four years since one of the two full-time program specialist retired. Currently the position is not filled.

B.

Methods/Evidence:

There are adequate staff development opportunities to enhance the effectiveness of all staff in meeting the goals and objectives of the programs as well as professional development of staff. Faculty and staff are provided Professional Growth and Development opportunities throughout the year and are eligible to apply for professional development funds. Both Full-time counselors attended the California Placement Association 2015 Annual Professional Development Conference "PATHWAYS TO EMPLOYMENT". A meeting with San Barbara City College's Career Center to compare services and procedures has been scheduled.

C.

Evaluation of staff is systematic and the process is effective and encourages improvement.

Methods/Evidence:

Faculty and CSEA evaluations are designed to assess effectiveness. If areas of improvement are noted, the processes address methods for improvement. Individual evaluations and employee files are housed in Human Resources.

D.

Full-time faculty are actively involved in the process of hiring and evaluating faculty.

Methods/Evidence:

Both faculty and staff have been involved in the hiring and evaluating process in the last year. It has not had an impact on office coverage.

Plan of Action: Funding to replace the retired program specialist

5 Facilities

- A. Facilities are appropriate for effective delivery of program services.
- B. Equipment and technology is appropriate for effective delivery of program services.
- C. Program support space is adequate to ensure the effective operation of the program and related support activities.
- D. The safety of the facilities, equipment, and technology are reasonable and adequate.

A.

Methods/Evidence:

With the new Student Service Building the CPJC is the best it has ever been. Currently the career counselor offices are in the University Transfer Center. The wall dividing the CJPC and the University Transfer Center was opened which will help both programs interface with each other's resources.

B.

Methods/Evidence:

The CPJC is currently looking to add a wall mounted TV for Job Listings, and a projector with screen for presentations in the CPJC. The CPJP is currently seeking funds through various grants.

Methods/Evidence:

Now that wall between the CPJC and the University Transfer Center is opened it will create multiple work spaces and help delivery services.

Methods/Evidence:

Building A is the newest building on the campus with up-to-date facilities and technology.

Plan of Action: Seek funding to pay for the wall mounted TV for Job Listings, and a computer projector with screen for presentations in the CPJC.

6 Financial Resources

- A. During the period under review, resources have been used effectively to support programs and services.
- B. Current and anticipated funding is adequate to maintain high quality programs and services.
- C. Anticipated funding is adequate for the development of revised and new programs.
- D. Resources have been prioritized based on assessment of student learning outcomes and other supporting data.

A.

Methods/Evidence:

The staff of the CJPC has been looking into alternatives to various career assessments to lower Licenses fees. As a result several new assessments have been added and lowered the overall cost of operation.

B.

Methods/Evidence:

The current budget does not fully cover operating expenses or new services. When new equipment or services are needed the CPJC has to ask the Vice President of Student Services for funds, or seek funding through grants.

C.

Methods/Evidence:

Without the help of the Vice President of Student Services the anticipated funding will fall short as it has in the past.

D.

Methods/Evidence:

This is the first Program review and SLOs results will not be available until the summer 2016. The results of this report and SLOs will be used in the future.

Plan of Action: Develop a budget that will cover the operating costs of the CJPC. Prioritize resources based on assessment of student learning outcomes and other supporting data.

7 Community Outreach and Program Awareness

- A. Efforts have been made to create links between the program under review and the community.
- B. Efforts are made to inform students about the program and facilitate student participation in the program.
- C. Efforts are made to use documented assessment of student learning and achievement to communicate program and service quality to current and prospective students and the public.
- D. An advisory committee with appropriate representation has been established and meets regularly to support the development of programs and services.

A.

Methods/Evidence:

There is a strong relationship with the community and the CJPC. Career Fairs, community job listings, and outreach with local employers happen throughout the year. The CJPC plans to offer an office for community employers to conduct job interviews.

B.

Methods/Evidence:

Students are informed through new student orientations, outreach to CTE programs, and working with personal development classes, workshops, publications, CJPC website, career fairs, facebook and presentations to local high schools, junior high schools, and elementary schools.

C.

Methods/Evidence:

SLOs have been developed and results will be applied to communicate the program success rate.

D.

Methods/Evidence:

The CJPC meets with various departments across campus, community employers, local high schools and surrounding colleges for input regarding needs and services. A committee was established in the fall of 2015 to review the program review.

Plan of Action:

Designate an office in the CJPC for community job interviews.

Use SLOs results to communicate the program's quality and student satisfaction.

8 State and Federal Compliance

- A. The program adheres to all appropriate state and federal guidelines.
- B. The program adheres to all relevant college policies and procedures (attach copies of relevant policies).

A.

Methods/Evidence:

Payroll Forms, I-9 verifications, W-4, Live Scan Fingerprint Clearance, Oath of Office, verification of Original Social Security Cards, and employee personal information sheets.

B.

Methods/Evidence:

Board Policy 5110 see appendix

Plan of Action: None

Major Program Strengths

List the major strengths of the program organized numerically by criteria

Two Full-time Career Counselors

Strong relationships with college, community and surrounding schools and colleges

Student Workforce coordination

Career Fairs

CTE counseling and outreach

New Building

Major Program Challenges and Opportunities

List major challenges and related opportunities organized numerically by criteria

Funding to replace the retired program specialist

Develop a budget that will cover the operating costs of the CJPC.

Develop new website.

Seek funding to pay for the wall mounted TV for job Listings, and a computer projector with screen for presentations in the CPJC.

Explore options to provide similar services on the Lompoc Valley Center.

Designate an office in the CJPC for community job interviews.

Prioritize resources based on assessment of student learning outcomes and other supporting data.

Use SLOs results to communicate the program's quality and student satisfaction.

Incorporate results of the 2016 SLOs to guide CJPC services.

Recommendations:

- Strengthen and expand Personal Development online offerings

Received

MAY 9 -

VP-Student Services

PLAN OF ACTION – Post-Validation

Review and Approval

Plan Prepared By (Print & Sign)

Blake English  Date: 5/13/16

David Hernandez  Date: 5/8/16


Date: _____

Date: _____

Date: _____

Reviewed: Clint Freeland  5/13/16
Herb Elliot  5/4/16
Yvonne Teniente  4/18/16

Program Director/Department Chair*

 Date: 4/18/16

*Signature indicates approval by department of Plan of Action.

Reviewed:

Dean of Student Services

 Date: 5/3/16

Vice President of Student Services

 Date: 5/3/16

Plans of Action (POA) for Service Improvement

| Action & Criterion # | Expected Outcome | Person(s) responsible | Target Date | Resources Needed | Linked to College Plans* & SLOs |
|--|---|---|-------------|------------------|---------------------------------|
| 1. Use SLOs and other supporting data to communicate the program's quality, student satisfaction, and resource prioritization. | Program Funding and improvement. | SLOs Coordinator | On-going | Release time | SLS 1 & 8 |
| 2. Funding to replace the retired program specialist | Improved student services and program coordination. | CJPC Faculty and Staff Dean and VP of Student Services | Spring 2017 | Additional Staff | SLS 2, 4, 6, & 7 |
| 3. Develop a budget that will cover the operating costs of the CJPC. | Adequate funding to cover operating expenses to improve services. | CJPC Faculty and Staff | Fall 2016 | Funding | SLS 1 |
| 4. Develop new website. | Additional Resources for students and the community. | CJPC Faculty and Staff | Fall 2017 | Release Time | SLS 2 & 6 |
| 5. Seek funding to pay for the wall mounted TV for Job Listings, and a computer projector with screen for presentations in the CPJC. | Workshop presentations. Access to current job placement listings | CJPC Faculty and Staff | Fall 2016 | Funding | SLS 2 & 6 |
| 6. Explore options to provide similar services on the Lompoc Center. | Provide Career Counseling services to the Lompoc Center. | CJPC Faculty and Staff | Spring 2019 | Additional Staff | SLS 2, 3, 4, & 6 |
| 7. Designate an office for Community job interviews. | Student employment in the local community | CJPC Faculty and Staff | Fall 2016 | Office Space | SLS 6 |

Appendix 1

SLOs 6 Year Assessment Schedule

CJPC Student Survey Results

AHC Administrative Procedure AP 5110 Counseling



**ASSESSMENT
SCHEDULE**

6 Year

AHC Program Student Learning Outcomes

6 Year Assessment Schedule

The attached template provides a framework for a program/discipline to plan a 6 year schedule for assessing its student learning outcomes, completing the SLO assessment cycle and attaining the status of **sustainable continuous quality improvement** in institutional effectiveness. This plan may be updated over the next 6 years as new contingencies or interpretations arise.

PROGRAM: Career/Job Placement Center

Our program is pleased to present our **plan** to: assess our SLOs, review the results of that assessment; and discuss changes to our curriculum, pedagogy or operations based on the results.

Program/ discipline
coordinator or team leader David Hernandez
Name

[Signature]
Signature 2/17/16
Date

I have reviewed this plan and agree that it provides sufficient detail and is a feasible approach to comprehensively assess the program SLOs.

Department chair/Director Yvonne Teniente
Name

[Signature] 5/4/16
Signature Date

I have reviewed this plan and agree that it provides sufficient detail and is a feasible approach to comprehensively assess the program SLOs.

Dean Nohemy Ornelas
Name

[Signature] 5/3/16
Signature Date



**ASSESSMENT
SCHEDULE**

6 year

Program: Career/Job Placement Center
Fall 2016-Spring 2022

page ___1___
of ___2___

Use one row for each Program and Course SLO

| SLO | To be assessed in semester: | Assessment method (s) | Resources needed to conduct assessment | Individual responsible for Improvement Plan | Date to complete review |
|--|----------------------------------|--|---|---|------------------------------|
| SLO 1-Student workers will be able to complete the hiring process in three weeks. | F2016 S2017 F2021 S2022 | -During the months of September and February we will review the number of hiring packets completed with-in four weeks. | -Funding for printing materials (Hiring packets). -Computer (Excel sheet). -Staff to input data and for follow-up. | David Hernandez | -December 2016 -June 2017 |
| SLO 2- Students will be able to identify a major/career to develop a Student Education Plan. | F2017 S2018 F2020 S2021 | -Undecided major students will take the Career Cruising and MBTI assessments online. -Students will make a follow-up appointment with a career counselor to discuss results. -Students will be provided a survey at the end of the counseling appointment. | -Office Space to conduct assessments. -Computers to do assessments. -Funding to pay for yearly assessment licensing. -Funding for staff for data tracking, follow-up. -Career Counselors to provide counseling. | David Hernandez | January 2018 August 2018 |
| SLO | To be assessed in | Assessment method (s) | Resources needed to conduct | Individual responsible for | Date to complete |

| | semester: | | assessment | Improvement Plan | review |
|---|----------------|---|--|------------------|-----------------------------|
| SLO 3- Students will be able to develop a resume. | F2018 S2019 | -Students will meet with a career counselor or technician to discuss resume tips. -At the end of the appointment the student will develop a resume and turn it in to the front desk. | -Office Space and computers to develop a resume. -Funding to pay for resume software and printing materials. -Funding for staff for data tracking. -Career Counselors and technicians to provide resume tips. | David Hernandez | January 2019 August 2019 |
| SLO 4- Students will develop interviewing skills. | F2019 S2020 | -Workshops will be offered. -Students will be given a pre and post-test survey. | -Classroom space to offer workshop. -Funding to pay for printing materials. -Projector for power-point presentation. -Funding for staff for data tracking. -Career Counselors and technicians to offer workshop and for follow-up. | David Hernandez | January 2020 August 2020 |



Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Please take a few minutes to tell us what you think about the services offered at Allan Hancock College by the Career/Job Placement Center (CJPC). Your opinions will help us improve our services. The information you provide is confidential. Please return surveys to the receptionist in the Career/Job Placement Center.

Please rate your satisfaction of the CJPC in each of the following areas

| | Very Satisfied | Satisfied | Uncertain | Dissatisfied | Very Dissatisfied | N/A | | | | |
|--|---|---|---|--|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| 1.1 Availability of counselors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.2 Hours of operation are convenient for my schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.3 Clerical support staff are courteous | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.4 Support staff provides accurate information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.5 Support staff helped me through the hiring process in a timely manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.6 Career counselors are approachable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.7 Career counselors provide accurate information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.8 Career counselors helped me identify a major or career | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.9 The CJPC helped me develop a resume | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.10 Career counselors helped me identify goals (short term and/or long term). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 1.11 I would recommend others to the CJPC | | | | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.12 How many units have you completed prior to this semester? | <input type="checkbox"/> Less than 15 | <input type="checkbox"/> 46 to 60 | <input type="checkbox"/> 15 to 30 | <input type="checkbox"/> 61 or more | <input type="checkbox"/> 31 to 45 | | | | | |
| 1.13 How many units are you currently enrolled in? | <input type="checkbox"/> Less than 5 | <input type="checkbox"/> 12 or more | <input type="checkbox"/> 5 to 8.5 | <input type="checkbox"/> 9 to 11.5 | | | | | | |
| 1.14 Which of the following best describes your reason for using the CJPC services | <input type="checkbox"/> Referred by Counseling | <input type="checkbox"/> Referred by a friend | <input type="checkbox"/> Referred by a friend | <input type="checkbox"/> Allan Hancock College Website | | | | | | |
| | <input type="checkbox"/> Allan Hancock College Brochure | <input type="checkbox"/> Other | | | | | | | | |
| 1.15 If other, please explain below | <input type="text"/> | | | | | | | | | |

Thank you for taking this survey!



**Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services**

AP 5110 COUNSELING

Allan Hancock College provides professionally trained and experienced counselors qualified to counsel and to teach at the community college level. The comprehensive program of services includes academic counseling, career counseling, and personal counseling and is designed to:

1. assist students in the assessment, evaluation, and selection of educational goals and the development of a student educational plan (SEP) to implement immediate and long-range academic goals;
2. coordinate with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services;
3. provide career counseling in which students assess their own aptitudes, abilities, and interests, obtain current and future employment trend information, and develop career and vocational decision-making skills;
4. provide personal counseling in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
5. assist students to identify potential barriers to academic success and to develop strategies to overcome those barriers;
6. serve as a referral agency to services within the college and the community at large;
7. identify students on academic and progress probation and assist them in developing a plan for improvement in their academic performance.

Counseling services are available to all Allan Hancock College students on an appointment or walk-in basis, by phone, at any of the District's college education centers and/or facilities.

**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5110 COUNSELING

Counseling services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

References: Education Code Section 72620;
Title 5 Section 51018;
WASC/ACCJC Accreditation Standard II.C.5

Adopted: 12/17/96
Revised: 3/17/15

(Replaces Board Policy 6110)

Profile

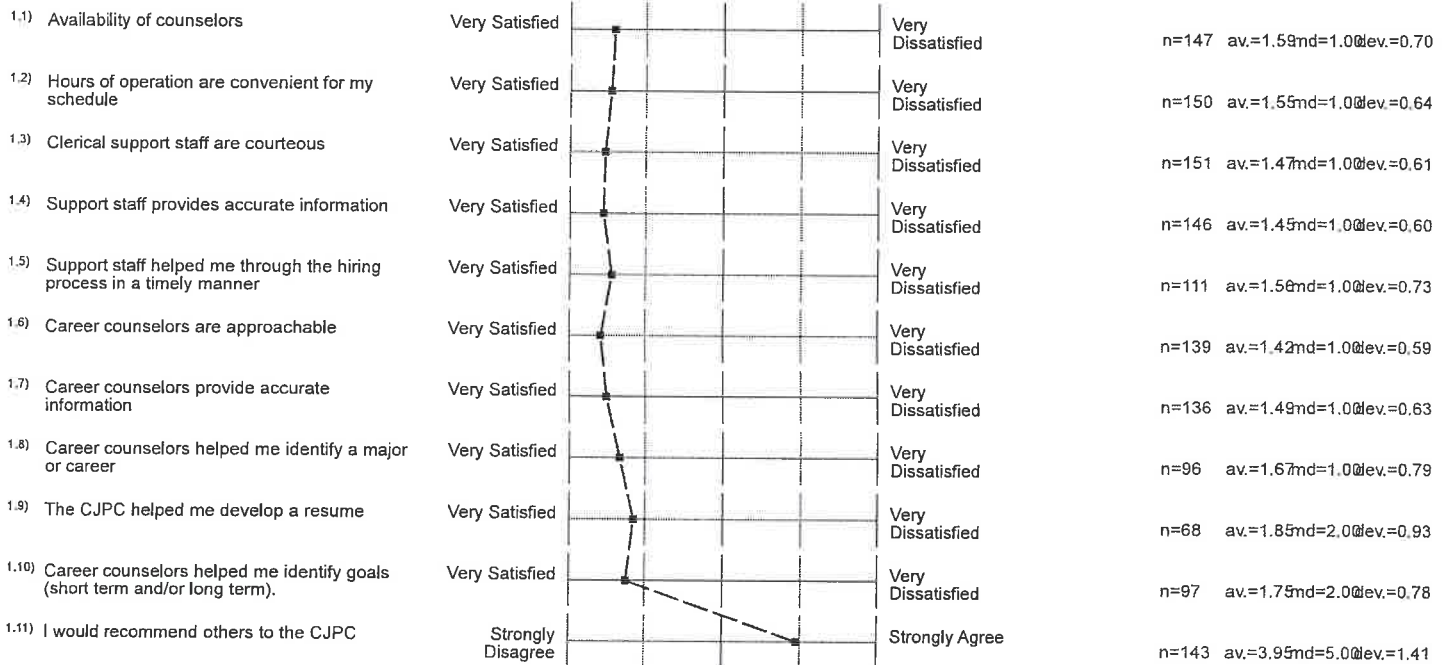
Subunit: IR General Surveys

Name of the instructor: Data Request

Name of the course: General
(Name of the survey)

Values used in the profile line: Mean

1. Please take a few minutes to tell us what you think about the services offered at Allan Hancock College by the Career/ Job Placement Center (CJPC). Your opinions will help us improve our services. The information you provide is confidential. Please return surveys to the receptionist in the Career/Job Placement Center.



Comments Report

1. Please take a few minutes to tell us what you think about the services offered at Allan Hancock College by the Career/ Job Placement Center (CJPC). Your opinions will help us improve our services. The information you provide is confidential. Please return surveys to the receptionist in the Career/Job Placement Center.

^{1,15)} If other, please explain below

TURTLE CREEK CUSTOMERS!!!

Book store told me about this
I'm very satisfied with the counseling services!
High school.

enrolled in a career exploration class.
by class teacher.

Job opportunities

Financial Aid

Data Request

General ()
No. of responses = 153
For the Period:



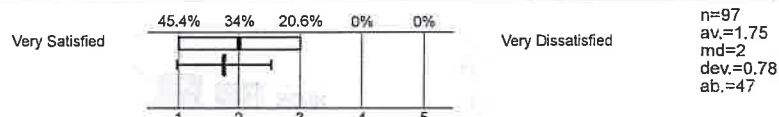
Survey Results

1. Please take a few minutes to tell us what you think about the services offered at Allan Hancock College by the Career/Job Placement Center (CJPC). Your opinions will help us improve our services. The information you provide is confidential. Please return surveys to the receptionist in the Career/Job Placement Center.

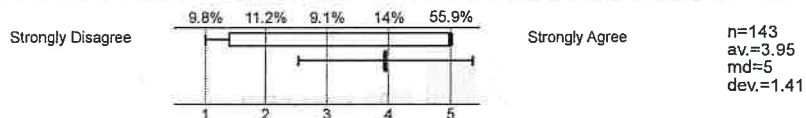
Please rate your satisfaction of the CJPC in each of the following areas

| Item | Very Satisfied | Very Dissatisfied | Statistics |
|--|---------------------------|-------------------|--|
| 1.1) Availability of counselors | 51% 40.8% 6.1% 2% 0% | | n=147 av.=1.59 md=1 dev.=0.7 ab.=5 |
| 1.2) Hours of operation are convenient for my schedule | 53.3% 38.7% 8% 0% 0% | | n=150 av.=1.55 md=1 dev.=0.64 |
| 1.3) Clerical support staff are courteous | 58.9% 35.1% 6% 0% 0% | | n=151 av.=1.47 md=1 dev.=0.61 |
| 1.4) Support staff provides accurate information | 60.3% 35.6% 3.4% 0.7% 0% | | n=146 av.=1.45 md=1 dev.=0.6 ab.=2 |
| 1.5) Support staff helped me through the hiring process in a timely manner | 58.6% 27% 14.4% 0% 0% | | n=111 av.=1.56 md=1 dev.=0.73 ab.=35 |
| 1.6) Career counselors are approachable | 63.3% 31.7% 5% 0% 0% | | n=139 av.=1.42 md=1 dev.=0.59 ab.=11 |
| 1.7) Career counselors provide accurate information | 57.4% 36.8% 5.1% 0.7% 0% | | n=136 av.=1.49 md=1 dev.=0.63 ab.=12 |
| 1.8) Career counselors helped me identify a major or career | 53.1% 27.1% 19.8% 0% 0% | | n=96 av.=1.67 md=1 dev.=0.79 ab.=43 |
| 1.9) The CJPC helped me develop a resume | 48.5% 20.6% 27.9% 2.9% 0% | | n=68 av.=1.85 md=2 dev.=0.93 ab.=72 |

1.10) Career counselors helped me identify goals (short term and/or long term).



1.11) I would recommend others to the CJPC



1.12) How many units have you completed prior to this semester?

| | | | |
|--------------|----------------------|-------|-------|
| Less than 15 | <input type="text"/> | 60.4% | n=144 |
| 15 to 30 | <input type="text"/> | 11.1% | |
| 31 to 45 | <input type="text"/> | 8.3% | |
| 46 to 60 | <input type="text"/> | 6.3% | |
| 61 or more | <input type="text"/> | 13.9% | |

1.13) How many units are you currently enrolled in?

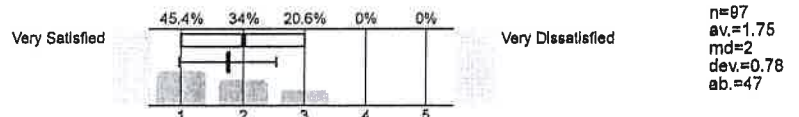
| | | | |
|-------------|----------------------|-------|-------|
| Less than 5 | <input type="text"/> | 6.1% | n=147 |
| 5 to 8.5 | <input type="text"/> | 13.6% | |
| 9 to 11.5 | <input type="text"/> | 22.4% | |
| 12 or more | <input type="text"/> | 57.8% | |

1.14) Which of the following best describes your reason for using the CJPC services

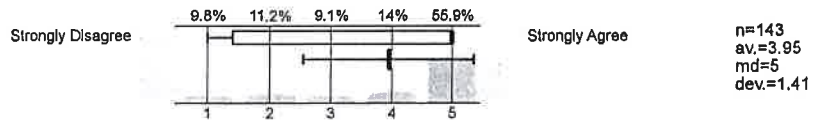
| | | | |
|--------------------------------|----------------------|-------|-------|
| Referred by Counseling | <input type="text"/> | 31.9% | n=141 |
| Referred by a friend | <input type="text"/> | 16.3% | |
| Allan Hancock College Website | <input type="text"/> | 12.1% | |
| Allan Hancock College Brochure | <input type="text"/> | 2.8% | |
| Other | <input type="text"/> | 36.9% | |

Thank you for taking this survey!

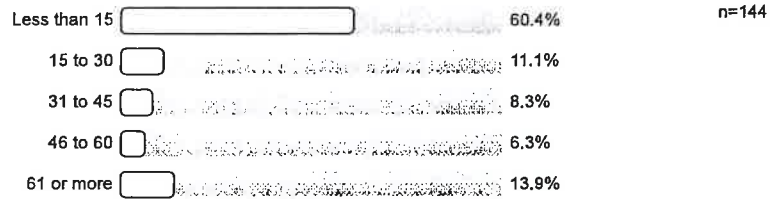
1.10) Career counselors helped me identify goals (short term and/or long term).



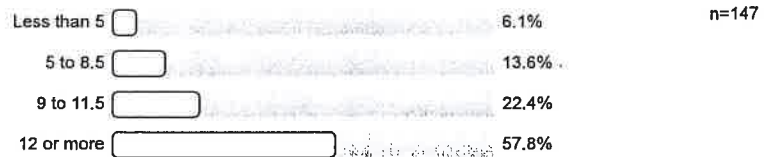
1.11) I would recommend others to the CJPC



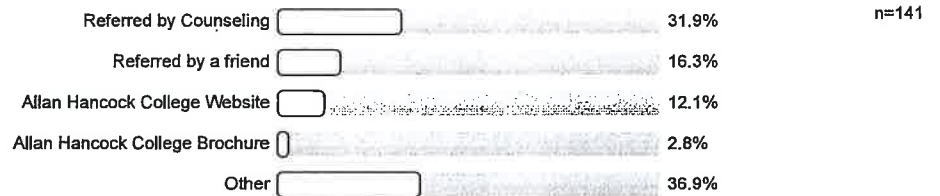
1.12) How many units have you completed prior to this semester?



1.13) How many units are you currently enrolled in?



1.14) Which of the following best describes your reason for using the CJPC services



Thank you for taking this survey!

Career/Job Placement Center Survey

Fall 2015

Comments/Other:

| |
|--|
| Very Helpful, thank you! |
| Referred by Teacher |
| Leadership Class |
| Teacher referred me |
| Class Participation |
| Class |
| By my Teacher Dr. Davis |
| Dr. Davis in class; class trip |
| Job opportunities |
| By class teacher |
| Enrolled in a career exploration class |
| Needed a job. |
| I wanted to help my teacher-she needed a TA |
| Class assignment |
| Leadership |
| Class requirement |
| Leadership class |
| I was hired to work in the OACL. I needed to use the CJPC for clearance |
| Class |
| Required by Teacher |
| Student Loans |
| Student Loan App |
| Required for Student Loan |
| Supervisor at Boys & Girls Club |
| Hired at the Tutorial Center, needed to come her first for paperwork |
| Student Loans |
| By far David is the best counselor I've met with. He encourages students and helps set out a plan for their future. He is awesome. |
| Hired by ARC Center |
| Financial Aid Office |
| Financial Aid |
| High School |
| I'm very satisfied with the counseling services |
| Bookstore told me about this |
| Part as class assignment |

In addition, counselors provide a variety of services to assist potential, new, and continuing students with their educational planning. These include visiting high schools in the district, coordinating trips to the college by high school students and their counselors, and counseling prior to each semester in order to assist students in selecting appropriate courses in accordance with their stated educational and vocational objectives. Counselors also assist students planning to transfer to four-year colleges or universities by helping them select appropriate courses for their chosen majors, and by counseling them in making the transition from Allan Hancock College to the four-year schools.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

References: Education Code Sections 72620 and 72621
Title 5 Section 51018
WASC/ACCJC Accreditation Standard II.C.5

Approved: N/A
Revised: 2/17/15

(Replaces Administrative Procedure 6110.01)

Appendix 2

CJPC Resource Information

EMPLOYMENT RESOURCES

The CJPC offers job seekers access to online job listings from employers on campus and in surrounding communities, assistance to document transferable work skills in applications and resumes, and referral of qualified applicants.

FOR STUDENTS

Students are assisted with developing effective resumes, pre-employment testing, and preparing for interviews. A detailed listing of part-time and full-time positions is available via the CJPC online job board at www.hancockcollege.edu/CJPC.

ONLINE STUDENT REGISTRATION:

- Click on CJPC Student Login
- Click "Click here to register"
- Read and submit the registration form
- Complete survey/quiz

After your profile has been approved, you will be able to access our job board to upload resumes and other employment documents necessary to apply for open jobs.

FOR EMPLOYERS

Services to employers include access to an electronic job listing service available 24 hours a day (currently free of charge), prescreening of job applicants based on the employer's qualification profile, pre-employment testing, and referral of qualified applicants.

Employers are assisted with on-campus and community recruitment efforts and hosted to conduct on campus interviews by request. An online listing of part-time and full-time position is available via the CJPC job board for students seeking employment.

ONLINE EMPLOYER REGISTRATION

- Click on CJPC Employer Login
- Click "Click here to register"
- Click on "Can't find your organization"
- Read and submit the registration form

After your employment and contact information have been approved, you will be able to post jobs within your organization and program of study.

CJPC STAFF | LOMPOC VALLEY CENTER



Pam Storie
University Transfer/CJPC Technician
pstorie@hancockcollege.edu

CJPC STAFF | SANTA MARIA CAMPUS



Lynn Mayer
Program Specialist
lmayer@hancockcollege.edu



Adelina Pozos
Career/Job Placement Services Assistant
adelina.pozos@hancockcollege.edu



Blake English
Career Counselor
benglish@hancockcollege.edu



David Hernandez
Career Counselor
dherandez@hancockcollege.edu

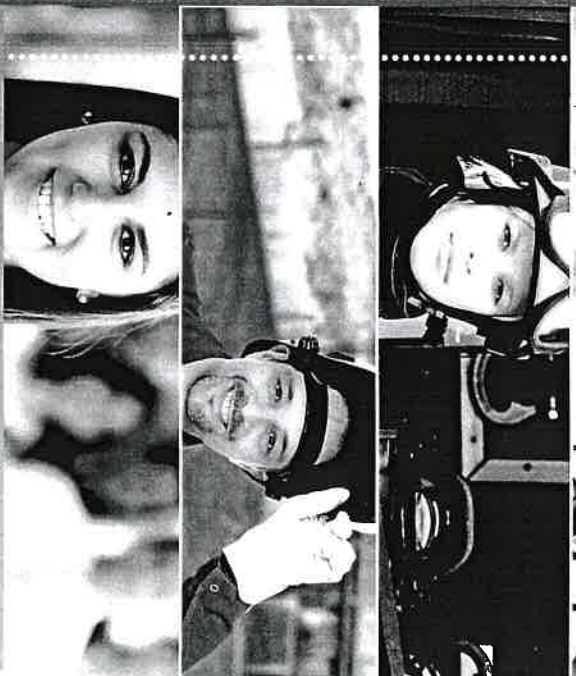


Start here. Go anywhere.

800 S College Dr, Santa Maria, CA 93454
(805) 922-6966 | www.hancockcollege.edu

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation. Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text etc. Please call (805) 922-6966 ext. 3788.



CAREER/JOB PLACEMENT CENTER

SANTA MARIA CAMPUS
Career/Job Placement Center
Student Services Building A, Room A207
Santa Maria, CA 93454
(805) 922-6966 ext. 3374

LOMPOC VALLEY CENTER
University Transfer/CJPC
One Hancock Drive
Building 2, Room 111
Lompoc, CA 93436
(805) 735-3366 ext. 5374
WWW.HANCOCKCOLLEGE.EDU/CJPC



Start here. Go anywhere.

WELCOME!

Thank you for your interest in the Career/Job Placement Center (CJPC), one of several student services available to you at Allan Hancock College. Currently and previously enrolled students, as well as community members, are eligible to use our services.

If you are looking for assistance with career exploration and planning, self-assessments, resume and interview preparation, or just looking for on- and/or off-campus employment opportunities, the CJPC will guide you each step of the way. Our supportive staff is ready to serve your needs and is committed to helping you make sound career decisions.

WE OFFER:

- **CAREER** EXPLORATION RESOURCES AND CAREER ASSESSMENT PROGRAMS
- **CAREER** COUNSELING
- **ONLINE** JOB BOARD (ON AND OFF CAMPUS)
- **ASSISTANCE** WITH DEVELOPING EFFECTIVE RESUMES AND PREPARING FOR INTERVIEWS
- **PRE-EMPLOYMENT** TESTING

CAREER RESOURCES AND SERVICES

CAREER COUNSELORS

Career counselors are available to assist students with counseling needs, interpreting test results, and developing education plans appropriate to the individual's career goal. Career counselors support the goal of counseling services to assist students in achieving their goals, including academic, career, and personal development.

Career counselors are available at the Santa Maria campus and Lompoc Valley Center. For assistance in scheduling an appointment at the Santa Maria campus, call 922-6966 ext. 3374. To schedule an appointment at the Lompoc Valley Center, call 735-3366 ext. 5374.

CAREER SERVICES

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

The CJPC supports the personal development course offerings as well as other disciplines requiring students to utilize the resources in the lab (i.e., English, Child Development, and Cooperative Work Experience Education).

AVAILABLE CAREER RESOURCES

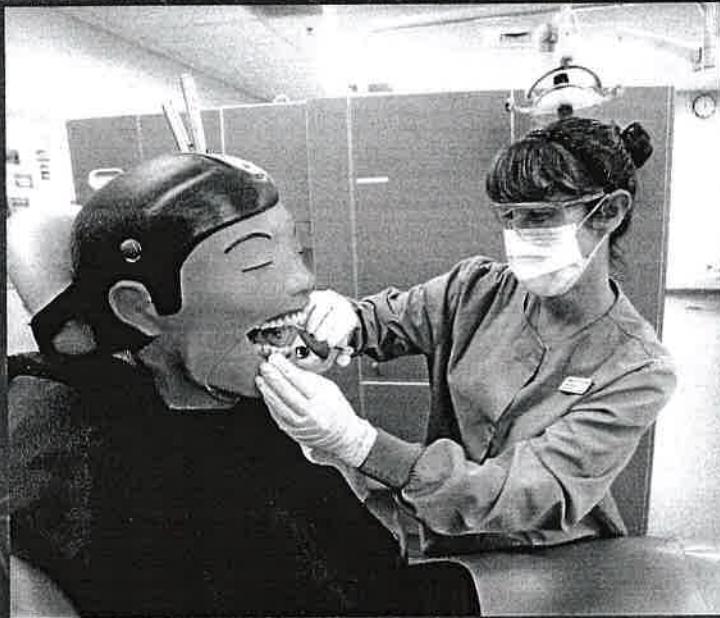
CAREER CRUISING

A global self-exploration and planning program that helps users of all ages achieve their potential in school, career, and life. Users can:

- Build self-awareness
- Identify career matches based on their interests and skills through integrated assessments
- Review personalized feedback to help them understand the results to their future pathway
- Explore in-depth information on multiple occupations, including multimedia interviews, workplace photos, sample career paths, job search, and much more

PRINTED MATERIALS AND REFERENCE WORKS

Dictionary of Occupational Titles, Guide for Occupational Exploration, Occupational Outlook Handbook, Dictionary of Holland Occupational Codes, and reference and guide books addressing related topics.



Career Technical Education

Degrees and Certificates | 2015–2016

Selected again
as one of the top
community colleges
in the nation!

Aspen Institute
2011/2014/2016

 **ALLAN
HANCOCK
COLLEGE**
Start here. Go anywhere.

Allan Hancock College offers 103 career technical education (CTE) certificate programs from accounting to wildland fire technology.



Automotive Technology Program

The college's automotive technology program is **the primary provider of Automotive Service Excellence (ASE) certified training for auto technicians in the local area.** Thanks to ongoing

industry support from the Johnson Racing Team and others, the lab leads the industry in the local area with state-of-the-art equipment. Hancock also offers a degree and certificate program in **auto body technology** that prepares students for vehicle collision repair for both the structural and refinishing aspects of the industry. **The automotive technology program's labs and workspace are located inside the new \$17.6 million Industrial Technology Complex.**



Basic Law Enforcement Academy

The basic law enforcement academy is more than 700 hours long and operates in a highly physical and scholastically-disciplined environment. The program uses driving simulators to teach defensive

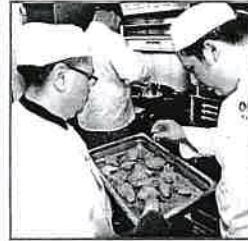
and pursuit driving techniques, a shooting simulator as part of use-of-force training, and emergency vehicle operations skills. **Training occurs at the college's new state-of-the-art Public Safety Training Complex in Lompoc.**



Computer Business Office Technology

The Computer Business Office Technology (CBOT) certificate curriculum offers a variety of options that will guide students toward successful administrative assistant, secretarial, and information

processing careers in business, government, and education. The program focuses on administrative operations and procedures required to support organizations and the software application skills needed to be technically proficient in an office.



Culinary Arts and Management

The culinary arts and management program prepares students for careers as chefs, in specialty food preparation and to work in and manage restaurant and beverage operations. The Culinology®

A.A. degree program combines food science, nutrition and culinary arts and is transferable to Cal Poly, San Luis Obispo, for a bachelor of science degree in food science with a culinary concentration. **It is one of only two Culinology® programs offered in the California Community College system.**



Emergency Medical Services

Allan Hancock College has **one of only two Emergency Medical Services (EMS) academies in the nation.** The academy trains emergency medical technicians specifically in the safe operation of an

ambulance, emergency vehicle driving and use of all apparatus and equipment commonly found on an ambulance. The latest addition to the program is a full-scale ambulance simulator, the only one of its kind at a California community college. **It provides students with "house-to-hospital" training** in a realistic simulation. The program offers internship experiences to students by providing emergency and first aid support at numerous community and college events.



Firefighter Academy

Allan Hancock College trains firefighters in two counties (three community college districts) and **draws students from across the state and the nation.** The college has graduated more than 130 fire academy classes since its inception

in 1972. The fire technology program offers its core degree courses online and is a resource for firefighters from all over California. The online offerings are provided in collaboration with the State Fire Marshall's Office and the California Fire Technology Directors Association. **Training occurs at the college's new state-of-the-art Public Safety Training Complex in Lompoc.**



Health Sciences

Allan Hancock College has five programs in the health sciences department: **certified nursing assistant (CNA); licensed vocational nurse (LVN); registered nurse (RN); dental assisting; and medical assisting.** The college's CNA program is one

of the few programs in the state to offer both the CNA and Acute Care Aide certificates. CNA students consistently score among the highest in the state on the state board examination. Upon completion of the 10-month dental assisting program, students will earn state certificates for X-rays, pit and fissure sealant, as well as coronal polish. Dental assisting students consistently score among the highest in the state on all three state exams.



Machining and Manufacturing Technology

Allan Hancock College offers the **only machining and manufacturing technology training from Ventura to San Jose.**

Students learn the working properties of metals and use machine tools to plan, carry out and create machined products that meet precise specifications; learn to read and interpret blueprints; and acquire a mastery of applied mathematics. **Machinists are in high demand** in local manufacturing, agriculture, medical instrument manufacturing, aerospace and more.



PCPA/Pacific Conservatory Theatre

PCPA/Pacific Conservatory Theatre's professional acting and technical theatre programs are accredited career and technical education (CTE) programs of Allan Hancock College. Students admitted

to the programs receive instruction from theatre professionals, apply knowledge, and gain experience within the context of the producing professional theatre. For more than half a century, the PCPA/Pacific Conservatory of the Performing Arts and more than 10,000 alumni have continued to make a significant impact on the American theatre since its beginnings in 1964. The unique synthesis of professional training and practice make the programs of PCPA/Pacific Conservatory Theatre nationally recognized as the only of their kind offered at a community college.



Registered Veterinary Technician (RVT)

The two-semester RVT program provides the education requirements needed to become a registered veterinary technician under the Alternate Route eligibility category of the California Veterinary

Medical Board. Many of the students work during the day in a veterinary hospital and then attend the program in the evening. It is the **only program of its kind on the Central Coast** for veterinary assistants to learn the necessary skills to become a registered veterinary technician. There is an expected 30 percent growth rate in employment over the next 10 years for RVTs.



Viticulture/Enology Program

Allan Hancock College has **one of only three community college programs in viticulture/enology in California.**

This program offers nearly 50 classes that prepare the workforce for careers in the most rapidly growing industry in San Luis Obispo and Santa Barbara counties. Students learn at an experimental, on-campus vineyard, and at a commercial vineyard they farm in partnership with Kendall-Jackson Winery. In addition, the college operates its own on-campus winery to produce wine from grapes donated by local industry partners and from the campus vineyard.



Welding and Ornamental Iron

The welding program **trains students in all aspects of traditional welding, as well as ornamental iron work and blacksmithing.** All traditional processes, including CNA plasma-arc cutting,

basic/advanced welding, fabrication, gas metallic arc welding (GMAW), gas tungsten arc welding (GTAW or TIG), pipe fitting and welding certification are included. Some students continue to an apprenticeship program while many find immediate employment in the industry, which locally includes agriculture, manufacturing plants, packing sheds, construction, building erectors, tank builders, fabricators and trucking repair. **Training occurs at the college's new state-of-the-art Public Safety Training Complex in Lompoc.**



The \$38 million Public Safety Training Complex

- Law Enforcement
- Fire Technology
- Emergency Medical Services
- Environmental Technology
- Specialized Training



The \$18 million Industrial Technology Complex

- Architectural Drafting
- Autobody Technology
- Automotive Technology
- Electronics Technology
- Engineering Technology
- Machine Technology
- Welding Technology

2015-16 CTE Degree and Certificate Programs

Accounting

Accounting: Bookkeeping
Administration of Justice
Administration of Justice for Transfer
Agribusiness: Enology/Viticulture
Agribusiness: Pairing Wine and Food
Agribusiness: Viticulture
Agribusiness: Wine Business
Applied Design Media: Animation
Applied Design/Media: Multimedia Arts and Communication
Applied Design/Media: Graphics
Applied Design/Media: Photography
Applied Design/Media: Website Design
Apprenticeship: Operating Engineers
Apprenticeship: Plumbing
Apprenticeship: Electrical
Architectural Drafting
Auto Body Technology
Auto Body Technology: Auto Body Metal
Auto Body Technology: Auto Body Refinishing
Automotive Technology
Automotive Technology: Auto Engine Rebuilding
Automotive Technology: Auto Service Management
Automotive Technology: Auto Tune-Up & Diagnostic Procedures
Automotive Technology: Automotive Chassis
Automotive Technology: General Technician Tune-Up
Emission Control Specialist
Automotive Technology: General Technician: Engine, Power, Trains Specialist
Business
Business Administration
Business Administration for Transfer
Business: Law
Business: Marketing
Business: Customer Service
Business: Executive Leadership
Business: Human Resource Management
Business: Management
Business: Sales and Marketing
Business: Supervisory Management
Computer Business Information Systems
Computer Business Information Systems: MAC Fundamentals for Business
Computer Business Information Systems: Office Software Support
Computer Business Information Systems: Office Systems Analysis
Computer Business Information Systems: Small Business Web Master
Computer Business Information Systems: Computer Business Office Software
Computer Business Information Systems: Database Administration

Computer Business Information Systems: Information Architecture
Computer Business Information Systems: Information Technology Fundamentals
Computer Business Office Technology: Computer Business Office Skills
Computer Business Office Technology: Computer Business Presentations and Publishing
Computer Business Office Technology: Legal Secretarial
Computer Business Office Technology: Word/Information Processing
Computer Business Office Technology: Administrative Assistant/Secretarial
Computer Business Office Technology: Administrative Office Skills
Cosmetology
Culinary Arts and Management: Baking
Culinary Arts and Management: Catering and Events Management
Culinary Arts and Management: Dietetic Service Supervision
Culinary Arts and Management: Food Production Supervision
Culinary Arts and Management: Food Services Production
Culinary Arts and Management: Restaurant Management
Culinology⁹
Dental Assisting
Early Childhood Studies: Bilingual/Bicultural Emphasis
Early Childhood Studies: Elementary Education
Early Childhood Studies: General
Early Childhood Studies: Preschool/Infant Toddler Program Director
Early Childhood Studies: Special Education
Early Childhood Education for Transfer
Electronic Engineering Technology
Electronics Technology
Electronics Technology: Digital Systems Technician
Electronics Technology: Electronic Training
Electronics Technology: Mechatronics
Electronics Technology: w/Emphasis in Network Maintenance and Digital Technologies
Emergency Medical Services
Emergency Medical Services Academy
Emergency Medical Services: Advanced Cardiac Life Support
Emergency Medical Services: Emergency Medical Technician 1 (Basic)
Emergency Medical Services: EMT1 (Basic) Refresher
Emergency Medical Services: First Responder Update
Emergency Medical Services: Paramedic Training
Engineering Technology: Engineering Drafting

Engineering Technology
Engineering Technology: Civil Engineering
Engineering Technology: Mechatronics
Entrepreneurship
Entrepreneurship and Small Business Management
Environmental Health & Safety
Environmental Health & Safety Technician
Environmental Health & Safety: Hazardous Materials General Site Worker
Environmental Health & Safety: HAZWOPER Refresher 8-Hour
Family and Consumer Sciences: Interior Design Merchandising
Family and Consumer Sciences: Fashion Merchandising
Family and Consumer Sciences: Fashion Studies
Family and Consumer Sciences: General
Film and Video Production
Fire Technology
Fire Technology: Firefighter Academy
Human Services: Addiction Studies
Human Services: Co-Occurring Disorders
Human Services: Family Services Worker 1
Human Services: Family Services Worker 2
Human Services: Family Services Worker 3
Human Services: Family Studies
Human Services: General
Human Services: Specialized Helping Approaches
Law Enforcement: Basic Law Enforcement Academy
Machining and Manufacturing Technology
Medical Assisting
Medical Billing and Coding
Nursing: "30 Unit" Option
Nursing: Certified Home Health Aide
Nursing: Certified Nursing Assistant
Nursing: EKG/Monitor Observer
Nursing: Registered Nursing (LVN to RN) A.D.N.
Nursing: Restorative Aide
Nursing: Vocational Nursing
Paralegal Studies
Paralegal Studies
Recreation Management
Registered Veterinary Technician
Sound Technology
Sports Medicine
Theater: Design/Technical Theatre
Theatre: Professional Acting
Welding Technology
Welding Technology: Metal Fabrication
Welding Technology: Pipe Welding
Wildland Firefighting Logistics, Finance, Planning
Wildland Firefighting Operations
Wildland Firefighting: Prevention, Investigation, Prescribed Burning

Legend: Degree and certificate
Certificate only

For more info about CTE courses contact:

David Hernandez
CTE Counselor
805-922-6966 ext. 3707 | dhernandez@hancockcollege.edu

George A. Railey Jr., Ed.D.
Associate Superintendent/Vice President, Academic Affairs
805-922-6966 ext. 3247 | grailey@hancockcollege.edu

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text, etc. Please call (805) 922-6966 ext. 3788.

Career/Job Placement Center

- [Career Services](#)
- [Career Resources](#)
- [Employment Resources](#)
- [Cooperative Work Experience](#)
- [CTE Counselors](#)
- [Contact Us](#)
- [Student Learning Outcomes](#)

[Home](#) | [CJPC](#) | [Career/Job Placement Center](#)

CAREER/JOB PLACEMENT CENTER

Welcome!

Thank you for your interest in the Career/Job Placement Center (CJPC), one of several student services available to you at Allan Hancock College. Currently and previously enrolled students as well as community members are eligible to use our services. Exciting Career Workshops available!



Register Now

Registration and completion of the orientation to services and the orientation quiz is required for new users.

What We Offer

- Assistance with developing effective resumes and preparing for interviews
- Pre-employment testing
- Career exploration resources and career assessment programs

Looking for a Campus Job?

To view current AHC student jobs before you register below, log in to myHancock, click on the "Student" tab, then click "Student Jobs" in the "Need Money for College" channel.

Register Now

Registration and completion of the orientation to services and the orientation quiz is required for new users.

[CJPC Student Login](#)

[CJPC Employer Login](#)

[top of page](#)

SPOTLIGHT



Jose Alvarez
Agribusiness

"Allan Hancock College is truly an amazing community college, especially when you give yourself the opportunity to get

involved. After returning from overseas as a member of the U.S. Marines, I discovered the agribusiness program at Hancock. The faculty and staff are so helpful and encouraging. The facilities in the new Industrial Technology Complex are top of the line. Hancock is truly a start here, go anywhere campus." [Submit a Testimonial »](#)




How much can you earn with your AHC degree or certificate in each program? Check out the new Salary Surfer tool.

I CHOSE ALLAN HANCOCK COLLEGE



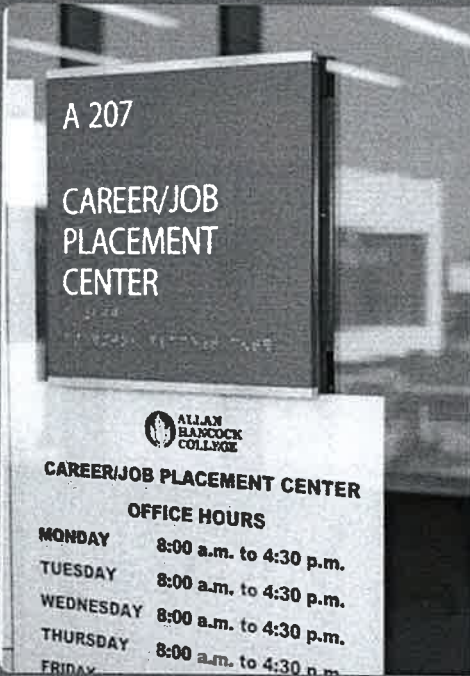
FOLLOW HANCOCK







**ALLAN
HANCOCK
COLLEGE**
Start here. Go anywhere.

STUDENT SERVICES
Career/Job Placement Center



A 207
**CAREER/JOB
PLACEMENT
CENTER**


CAREER/JOB PLACEMENT CENTER
OFFICE HOURS
MONDAY 8:00 a.m. to 4:30 p.m.
TUESDAY 8:00 a.m. to 4:30 p.m.
WEDNESDAY 8:00 a.m. to 4:30 p.m.
THURSDAY 8:00 a.m. to 4:30 p.m.
FRIDAY 8:00 a.m. to 4:30 p.m.



No doubt you are attending Allan Hancock College to learn the knowledge and skills you need to land that dream job.

While it would be sweet to leave Hancock with a diploma in hand and an amazing career waiting for you, the reality is that there is a lot of competition for jobs out there.

That's why we have a dedicated Career/Job Placement Center (CJPC) to assist you with what comes after life at Allan Hancock College.

Click on each of the services below to learn a bit about them:

- [Career Services](#)
- [Employment resources](#)
- [Cooperative Work Experience](#)
- [Career and Technical Education \(CTE\) counselors](#)

PROGRESS

MAIN MENU

SCREEN 6 of 25

◀ BACK

NEXT ▶



Career Services

The career services office provides current career information and resources to help you:

- Identify and assess your interests, skills, and aptitudes/abilities
- Understand your assessment results and use them to gather information about potential career options
- Use your assessment reports during advisement, academic planning, and follow-up
- Learn about the scholarships, schools, and labor market information pertinent to your academic path


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ALLAN HANCOCK COLLEGE
Start here. Go anywhere.

STUDENT SERVICES
Career/Job Placement Center

Employment resources

For students looking for employment, the following resources are available:

- Online job listings from employers on campus and in surrounding communities
- Resume and application assistance
- Referrals for qualified applicants
- Pre-employment testing
- Interview preparation

No doubt you are attending Allan Hancock College to learn the knowledge and skills you need to land that dream job.

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PROGRESS

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Cooperative Work Experience (CWE)

This program allows students to explore potential careers while earning college credit at the same time. Students will be able to extend workplace learning by defining measurable learning objectives while on the job.

Up to 16 units of CWE credits may be earned.

No doubt you are attending Allan Hancock College to learn the knowledge and skills you need to land that dream job.

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STUDENT SERVICES
Career/Job Placement Center

Career and Technical Education (CTE) counselors

These academic counselors counsel and advise students in Career and Technical programs, interpret test results, and develop education plans that will advance students toward achieving their career goals.

Career counselors are available at the Santa Maria and Lompoc Valley Center campuses.

No doubt you are attending Allan Hancock College to learn the knowledge and skills you need to land that dream job.

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- [Career and Technical Education \(CTE\) counselors](#)

PROGRESS

MAIN MENU

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Timeline About Photos Likes More

101 likes 0 this week
Ema Seč and Selena Mahoni

1 post reach this week

Invite friends to like this Page



Find New Customers

Connect with more of the people who matter to you

Promote Page

ABOUT

Add street address City, State, Zip Save

(805) 922-6966 x3374

Add Price Range

http://www.hancockcolle... Promote Website

PHOTOS



VISITOR POSTS

Andres Primo Marquez July 24 at 12:04pm

I am in

Like Comment

Status Photo / Video Offer, Event +

Write something...

Allan Hancock College Career/Job Placement Center
Published by David Hernandez September 14

Are you an undecided major? Read the following 5 tips to help you find the right major for you!



5 tips to choose the right college major for the career you want | Schools.com

Here are 5 tips from educational experts on actionable ways to ensure you choose the right major for the career path you've got in mind.

SCHOOLS.COM

25 people reached

Boost Post

Like Comment Share

Esmeralda Gonzalez, Allan Hancock College STEM Center and AHC Mesa like this.

Write a comment
Press Enter to post

Allan Hancock College Career/Job Placement Center
Published by David Hernandez September 8

JOB FAIR
September 24th, 2015
9:00am to 3:00pm
at the Chumash Employee Resource Center
585 McMurray Road... See More

Chumash Employee Resource Center

Lili n'Daniel shared her photo. 8 years old this Sunday!

Promote

Sarah Noel Leon shared Somewhere Over The Rainbow's photo #Like

THIS WEEK

1 Post Reach
Vanessa Castillo commented on Carleen Prado's post.

1 Post Engagement
Yadira Alvarado shared a memory from October 21, 2012. Aww my Alycia I remember this day we went to pumpkin patch...

0 Website Clicks
Linda Sanchez likes Lulu

Recent

2015
Rina Prado
Amanda Ponce
Angelica Arguipo

See Your Ad Here

Johnny Kafa Grijalva... 38m
Terri Prouty Pania... 4m
Selena Mahoni 7h

Allan Hancock College Career/Job Placement Center

The goal of our center is to identify and provide relevant career information and resources...
Like Page like this page

Raquel Garcia 10h
Ophelia Vanbugge... 1m
Norma Berumen 13m
Kiana Valdez 8h

Promote Page

Ramiro and Carrie... 33m
Jessica Estudiante 51m
Mariah Maya
Rachel Puente 18h
Lizette Marie Fgar... 12h
Cynthia Paz 5h
Alfredo Ruiz 1h

GROUP CONVERSATIONS

Alyssas Birthday
Mayra, Jennifer Maryem, I...

Search

Allan Hancock College Career/Job Placement Center



The Chumash Employee Resource Center is the central location for employment opportunities with the Chumash Enterprise, including Chumash Casino.

Messages Notifications Insights Publishing Tools

22 people reached

Boost Post

Like Comment Share



Allan Hancock College Career/Job Placement Center created an event. September 2



22 Career Assessment Workshops

Tue 1:30 PM

Allan Hancock College Career Job Placement Center by Allan Hancock College Career/Job Placement Center

Join

25 people reached

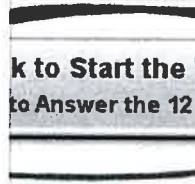
Like Comment Share



Allan Hancock College Career/Job Placement Center Published by David Hernandez July 24

TRY OUT A FREE DISC PERSONALITY TEST GAIN INSIGHTS TO BUILD BETTER, STRONGER, MORE FULFILLING RELATIONSHIPS:

<http://discpersonalitytesting.com/free-disc-test/>



Free DISC Test - DISC Personality Testing

A Free disc Personality Test Gain Insights to Build Better, Stronger, more Fulfilling Relationships Use this Free disc Personality Profile Assessment to get...

DISCPERSONALITYTESTING.COM

116 people reached

Boost Post

Like Comment Share

Bertha Grijalva, Anna Greatbreaks-Olvera and 2 others like this.



Write a comment

Press Enter to post

See More Stories



Lili n'Daniel shared her photo. 8 years old this Sunday!



Sarah Noel Leon shared Somewhere Over The Rainbow's photo. #Like



Vanessa Castillo commented on Carleen Prado's post.



Yadira Alvarado shared a memory from October 21, 2012. Aww my Alycia I remember this day we went to pumpkin patch...



Linda Sanchez likes Lulu



Rina Prado



Amanda Ponce



Angelica Arguijo



Johnny Kafa Grijalva... 38m



Terri Prouty Pania... 4m



Selena Mahoni 7h



Raquel Garcia 10h



Ophelie Vanbugge... 1m



Norma Berumen 13m



Kiana Valdez 8h



Ramiro and Carrie... 33m



Jessica Estudiante 51m



Mariah Maya



Rachel Puente 18h



Lizette Marie Fgar... 12h



Cynthia Paz 5h



Alfredo Ruiz 1h

GROUP CONVERSATIONS



Alyssas Birthday Mayra, Jennifer Maryam, 1...

Search

Career Workshop Series

Discover who you are for
the career you want!

Allan Hancock College, Santa Maria Campus :

• **Career Assessments**

Tues., Sept. 22

1:30p-3:00p

(Career Center)

Mon., Sept. 28

1:30p-3:00p

(Career Center)

Wed., Sept. 30

10:30a-12:00p

(Career Center)

Fri., Oct. 16

1:30p-3:00p

(Career Center)

• **Personality Types**

Tues., Oct. 13

3:00p-4:00p

(Career Center)

Wed., Oct. 21

10:30a-11:30a

(Career Center)

Fri., Oct. 23

1:30p-2:30p

(Career Center)

• **Soft Skills/Employability**

• Thurs., Sept. 29

1:30p-2:30p

(Room A-103)

• Wed., Nov. 4

10:30a-12:30p

(Room A-403)

• Fri., Nov. 6

1:30p-2:30p

(Room A-103)

• **Resumes**

• Fri., Nov. 13

1:30-3:00p

(Career Center)

• Tues., Nov. 17

3:00p-4:30

(Career Center)

• Mon., Nov. 23

10:30a-12:00p

(Career Center)

• **Interview Skills**

• Fri., Nov. 20

1:30p-2:30p

(Room A-103)

• Mon., Nov. 30

10:30a-11:30a

(Room A-103)

• Tues., Dec. 1

3:00p-4:30p (Room A-103)



RSVP by calling the

Career/Job Placement 922-6966 x3374 or

Stop by the Student Services Bld. A. 207



**ALLAN
HANCOCK
COLLEGE**

Start here. Go anywhere.

Allan Hancock College

Spring Career Fair

Wednesday, March 9, 2016

10 a.m. to 1 p.m. | Santa Maria Campus
Student Check-in: 9:30 a.m.-12 p.m.



Student Opportunities:

- Gather information about careers in your field
- Meet with local industry & community leaders
- Speak with universities about their unique programs
- Come dressed professionally
- Be prepared with multiple copies of your resume



Get prepared, go to
www.hancockcollege.edu/cwe/CareerFairPrep

for more information, please contact:
Emily Smith, *Cooperative Work Experience/Internship Program Director*
805.922.6966 ext. 3820 | esmith@hancockcollege.edu

Cooperative Work Experience/Internship Program
800 S. College Dr., Bldg W room W-22, Santa Maria



This publication/event was developed with the support of a Hispanic Serving STEM & Articulation program from the U.S. Department of Education

designed to assist students to obtain the educational training and skills they need to transition off of cash assistance and ultimately achieve long-term self-sufficiency. Available services include: new student orientation; new student intake and service coordination; career assessment and education planning; short-term classes and programs to develop or enhance job skills; referrals for child care; work-study opportunities; monitored study labs; tutoring; and a limited textbook lending program. For further information, please contact the CalWORKs program at (805) 922-6966 ext. 3869, or visit the CalWORKs program in building A, room 201.

WORKFORCE RESOURCE CENTER

Allan Hancock College offers at the Workforce Resource Center a variety of credit and non-credit classes which are designed to increase job skills. The center is located at 1410 South Broadway and houses multiple community agencies that provide assessment of client needs, career and job search information and links to employment and training opportunities, all at one location. In addition to training, Allan Hancock College provides services in financial aid, registration and work search assistance. Students who need assistance in determining career goals, résumé development and work search assistance can visit the on-site Career Lab, which is an open access lab staffed by trained professionals. The lab provides access to computers, software, Internet resources, periodicals, videos and equipment for distance learning.

CAREER/JOB PLACEMENT CENTER (CJPC)

The Career/Job Placement Center (CJPC) is committed to serving our diverse student population by providing an array of needed services available at the Santa Maria Campus and Lompoc Valley Center. Students are encouraged to expand self-knowledge through the use of computerized career assessment tests and research of current occupational information. Career and academic counselors are available to assist students with counseling needs, interpreting test results, and developing Student Education Plans (SEP) appropriate to the individual's career goal. To schedule a counseling appointment, call (805) 922-6966 ext. 3374 at the Santa Maria campus or at (805) 737-1667 ext. 5374 at the Lompoc Valley Center. Additionally, students have access to detailed listings of part-time and full-time positions available on and off campus via the CJPC online job board. Students are assisted with developing effective resumes, pre-employment testing, and interview preparation.

POLICE DEPARTMENT

It is the mission of the Allan Hancock College Police Department to serve the campus community, safeguard lives and property and maintain an environment in which learning can take place. To fulfill this mission, the police department provides a variety of public safety services for students, faculty and the community. The police department is staffed by state-certified police officers, clerical and dispatch staff, student parking control and security workers, student clerks and volunteers. The police officers have full peace officer status. Police officers patrol the campus and surface streets in marked and unmarked police vehicles, enforcing the laws of the state of California and all ordinances of Allan Hancock College. Police and public safety services include crime prevention, lost and found property control, emergency/disaster management, crime and accident

investigation, parking control and security escort services. To contact the Santa Maria campus, call (805) 922-6966 ext. 3652 (business hours, evenings or weekends); or ext. 3911 (emergency). To contact the Lompoc Valley Center, call (805) 922-6966 ext. 5652 (business hours, evenings or weekends); or ext. 5911 (emergency). The Allan Hancock College Police Department has entered into a Memorandum of Agreement with both the Santa Maria Police Department and the Lompoc Police Department for coverage of the campuses after hours, weekends and holidays. These Memorandums of Agreement also provide additional police support for specialized and complex investigations, and additional staffing responses for large scale incidents. Emergency call boxes at the Santa Maria campus and Lompoc Valley Center are located in various parking lots with preset police buttons.

All criminal activity should be reported immediately to the Allan Hancock College Police Department so that an investigation can be initiated.

The Allan Hancock College Police Department uses the RAVE MOBILE SAFETY system to notify subscribers of emergency situations on campus: RAVE MOBILE SAFETY is an emergency mobile alerting system that sends a text message to the subscriber's cell phone in cases of emergency. The Allan Hancock College Police Department encourages all students, faculty and staff to subscribe via myHancock, www.hancockcollege.edu.

Penal Code Section 290.01, effective October 28, 2002, requires persons classified as serious and high-risk sex offender registrants to register with the Allan Hancock College Police Department per Penal Code requirements. Questions should be directed to the department at (805) 922-6966 ext. 3652.

TRAFFIC REGULATIONS

The speed limit on the Santa Maria campus and Lompoc Valley Center perimeter is 25 miles per hour. The speed limit in all District parking lots is 15 miles per hour.

Staff may park in yellow and white-lined stalls. Students may park in white-lined stalls only.

PARKING REGULATIONS

When classes are in session, parking permits are required for all vehicles, including those displaying disabled placards, parked on the Santa Maria campus, South Campus and at the Lompoc Valley Center between the hours of 8 a.m. and 10 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Students may park in white-lined stalls only.

Permits may be purchased beginning the first day of web registration. Permits may be purchased online at Credentials Solutions via MyHancock portal.

Registration periods, cashier hours and locations are set by the Admissions & Records and Auxiliary Accounting offices and are subject to change. Refer to the Allan Hancock College website at www.hancockcollege.edu for more information.

One-day permits may be purchased for \$2 from one of the vending machines located near the parking lots on the Santa Maria campus, South Campus and at the Lompoc Valley Center. Students may park in white-lined stalls only. Vending machines require exact change; no refunds or change will be given.

Career Services

Validation Team

Executive Summary

1. Major Findings

Strengths of the program/discipline:

The Validation Team for Career Services has made the following observations and recommendations. We believe that having two full time counselors is a strength of the program. Each year, the two counselors assist in coordinating our Career Expo in the fall, which serves over 1000 local high school students. Many of these students are first generation college students. We especially like that career counselors are visiting Industrial Technology classes in the evening to develop student education plans and fill out petitions to graduate and certificates. We would like to see this outreach continue and also expand into other areas including Business, CBOT, ECS and Culinary Arts. This outreach would increase our certificate and degree completion.

Concerns regarding the program/discipline

There is a concern that the coordinator does much of the student worker payroll. This aspect of the coordinator's job can be overwhelming and take much of her time. This position needs to be reevaluated.

Recommendations

Some recommendations from the Validation Team include: replacing the retired program specialist; develop a budget or ask for an augmentation for operating costs and professional development opportunities; expand and strengthen services at the Lompoc Valley Center; shift the payroll aspect of the coordinator's job to business services (this would allow the coordinator to focus on coordinating events and activities for students); expand and strengthen our online services (counseling) and curriculum to meet the needs of all students. Special attention will be paid to disproportionately impacted students as identified in our Student Equity Plan, including Males, educationally disadvantaged, students with disabilities, foster youth, Veterans, ESL, and Latinos. We recommend that career center staff attend relevant Career Counseling conferences to keep up to date with best practices.

The Validation Team also recommends updating the website to include Spanish links for ESL students. The team also recommends a designated office for job interviews.

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VALIDATION TEAM SIGNATURE PAGE

Yvonne Teniente  6/30/16
Print Name Signature Date

Clint Freeland  _____
Print Name Signature Date

Herb Elliott  7/6/16
Print Name Signature Date

Print Name Signature Date

Print Name Signature Date