

2018-2019

**Program Review & Planning
Request for Full-Time Faculty Position**

Please upload and submit this completed form through the SurveyMonkey program review module.

Note: Staffing Prioritization Task Force will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.

Department	Career and Job Placement Center
Position Title	Career Counselor

1. How will this position specifically support one or more of the College's four strategic priorities? (Rubric Criterion 4)

1. **Acceleration** – This includes a Career Plan – to move career assessment, exploration and planning as a priority, this means, we must accelerate career planning to start at the beginning of a student's journey, not at the end.
2. **Guided Pathways** - This position directly supports Guided Student Pathways as Career Counselors interpret assessments, help students with major and career exploration, assist with staying on path and following through with completion to their career goals. See Guided Pathways Career Model.
3. **Student Validation and Engagement** – Duties include: helping diverse student populations understand themselves through personality and career assessments. Working students on cultural values, interests and skills in choosing a career and employment. Data shows students from underrepresented populations, including first-generation students fall behind in career readiness. Career counselors possess the expertise to able to guide and support students from special populations to meet their unique educational and career goals, this would include but is not limited to: formerly incarcerated students, DSPS students, EOPS, CalWORKs, DACA/undocumented students, veterans, LGBT, adult-re-entry, and international students to name a few.
4. **Organizational Health** - The Career Counselor is a priority for the entire organization and the Career Center. In addition to Cuyamaca's priorities, this position will support the district priorities: #1 Create steam-lined, student centered pathways to educational goal completion: Student centered pathways includes career educational pathways. We need to follow students throughout their time through choosing a career, major, educational planning and placing them into internships and careers. #2 Close achievement gaps by engaging individual students with diverse needs and removing barriers to their success: This position will help close achievement gaps by helping to remove barriers to success for diverse student populations, by offering one-on-one advising, assistance with choosing a career pathway and job placement.

Meaningful institutional change starts with how we prepare and support our students for the world of work. A Career Counselor supports students with making meaningful and intentional career choices, allowing students to take ownership of their career choices through informed decision making. Community college plays a critical role in providing students with economic opportunities and career counseling plays a critical role in the college's efforts toward diversity and inclusion. Consequently, career readiness directly relates to equity and economic prosperity. Currently, Cuyamaca's College has a 45.9 percent overall completion rate, these rates are even lower for students of color. Data shows a positive correlation between using career services and increased retention rates and course success. Community colleges can be influential in breaking poverty cycles by combing quality education and career readiness. SEE ATTACHED DATA.

2. Describe why this position is essential to your program and/or service area. How will this new position improve student learning and achievement? (Rubric Criterion 3)

(200 words or less)

We have a new Career Center space scheduled to open in the summer of 2019 but we do not have a Career Counselor or Career staff to place in the center. This is a time sensitive and immediate need.

Career development has gained popularity campus-wide with Strong Workforce initiatives and Guided Pathways goals, the importance of career development is widely recognized. This initiatives emphasize the need for career planning before educational planning. The access and exposure to career development is especially important in the onboarding process by allowing students to explore all their career options at the start of their educational journey. Research points to a need to expand services and hire faculty to support career counseling, career readiness, and students' exploration of career pathways. Career counseling is a specialized program but it is a service for all students, whether they are receiving a certificate, associate's degree or transferring, all is done in preparation for the workforce. Career development is for every student at any stage, regardless of their major or degree goal. It was voted on by all full-time counselors, including those from categorical programs to rank this position as our number faculty need within the Counseling department

3. How has the lack of this position impacted your program and/or service area? What will be the impact to the program and/or service area if this position is not filled? (Rubric Criterion 3)

(150 words or less)

We currently do not offer career counseling in the center due to lack of staffing and funding. Requests are deferred to General Counseling, which is already impacted by a three week waiting time for appointments and 45 minute average waiting time for drop-ins. There are only nine full-time general counselors who serve our entire student population. General Counseling is already short staffed due to retirements and internal promotions, so reassignment for a general counselor is not an option, as it would significantly impact the General Counseling office. A Career Counselor's expertise with career decision making and goal setting, will help alleviate overall student traffic across all counseling programs. The center continues to receive requests for career workshops and classroom presentations from instructional faculty. Instructional partnerships and opportunities for student outreach are incredibly important; this position will allow us to meet these requests. This position will provide more workshops and classroom presentations across all instructional departments and tailor them to the needs of instructional programs and Career Education programs.

4. Has there been or do you believe there will be an increase in demand for your programs and/or services? Please discuss supporting data from recent semesters. For example, enrollment trends, waitlist pressures, or wait time for appointments and support services as they apply to this position. (Rubric Criterion 2)

(150 words or less)

The Career Center, with limited hours and availability, had 1,612 student contacts for career advising alone. Students sought out career related counseling in General Counseling and all other counseling programs a total of 3,970 times. In most counseling offices, time is limited as educational planning can take precedence.

A full-time Career Counselor will provide an in-depth counseling session dedicated solely to meeting each student's unique career goal which will then allow the student to move forward with course and education planning. This will help alleviate wait-times for drop-ins and appointments across all counseling offices. The position may directly impact: reducing the number of revisions to educational plans, major changes, student retention/enrollment management, and timely completion. The demand for career counseling will only continue. Career counseling was provided to Pathway Academy students a total of 185 times and if a full-time Career Counselor is hired more students will be able to be served.

- 5. Is this a new position, replacement for a retirement or upcoming retirement, replacement for a tenure failure, replacement for internal promotion (faculty to administrator), or replacement for other circumstances? Please explain. (Rubric Criterion 3)**

This is a new position because we have never hired a full-time Career Counselor.

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- 6. Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to inform, in part, the prioritization process.**
{X } Yes, I understand.

The Staffing Prioritization Task Force will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)