

Mission *New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking and research in the liberal arts, sciences, and professions within a diverse community.*

Vision *Our vision is to be a premier comprehensive university transforming lives and communities now and for generations to come.*

Department/ Program: **NMHU Career Services and Student Employment**

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Strategic Goals for 2020 Planning for FY18-FY21	Unit Goals	Unit Actions/Strategies	Measurable Outcome(s)	Person(s) Responsible	Indicators and Time Frame for Assessment	Date(s) for Review
1. Highlands University will achieve academic excellence, academic integration and student success.	1. Create a “cutting-edge” Career Services Center that will help facilitate the recruitment and retention of students.	1. Develop a proposal using the “ Professional Standards for College and University Career Services ” and best practices established by the National Association of Colleges and Employers (NACE) Guidelines.	1. Proposal will outline comprehensive resources and services. Proposal will be completed by December 31, 2017.	1. Director	1. A draft will be completed December 2017 to be submitted for review and consideration of the University administration.	January 2018
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
Complete	December 2017	The Dean of Students has reviewed the proposal January 2018		This proposal was reviewed by administration, but no action has been taken yet due to budget hold. In addition, our Career Advisor position remains vacant and on hold since November 2016 due to budget cuts, thus adding to the Directors workload to provide direct services to students and alumni.		Yes

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<p>2. Highlands University will achieve strategic enrollment management.</p>	<p>2. Provide the Freshman Year Experience (FYE) program with comprehensive career counseling to integrate with academic studies</p>	<p>1. Purchase a web-based Career Assessment and Exploration software program, such as Choices College Transitions (CT) Planner. 2. Administer career assessments to all students in the FYE program. 3. Create a webpage with career exploration and planning resources/tools for each class standing level.</p>	<p>1. Purchase annual licenses for Choices CT Planner with career assessments (approximately \$2K) and “What can I do with a Major” website (\$120) by July 1, 2017 2. Create career exploration/planning webpage by August 1, 2018</p>	<p>1. Career Advisor 2. Director</p>	<p>1. by FY 18: August 1, 2018</p>	<p>1. by August 1, 2018</p>
<p>Action Status w/Description (Achieved, Ongoing, Stop)</p>	<p>Completion Date(s)</p>	<p>Recommendation(s)</p>	<p>Challenge(s)</p>	<p>Budget Consideration (Yes / No)</p>		
<p>Pending the hiring of the Career Advisor/Counselor position and the purchasing of a web-based career assessment and exploration software program.</p>	<p>Pending</p>	<p>The Career Advisor/Counselor position needs to be reinstated and a career assessment program needs to be purchased through an annual subscription.</p>	<p>Due to budget cuts in November 2016, the Career Advisor position was frozen and remains unfilled. This position was cut after the strategic plan proposed in September 2016.</p>	<p>Yes</p>		

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<p>3. <i>Highlands University will achieve a vibrant campus life.</i></p>	<p>Promote career education throughout campus</p>	<p>Provide career-related information tables sessions, employer workshops, and class presentations, and during special events throughout the academic year.</p>	<p>Total number of events: • Class presentations: 50 • Workshops:10 • Employer info sessions: 5 • On-campus career fairs:1 • Off-campus and virtual career fairs: 34</p>	<p>1. Student employees 2. Director</p>	<p>Annual report of data due October 30, 2018.</p>	<p>October 2018</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<p>ongoing</p>	<p>October 30, 2018</p>	<p>The number of Career Services presentations in classes and information sessions will need to be reduced due to the Career Advisor position being cut from our budget in October 2016. In place of the Career Advisor, hire more Graduate Assistants, a total of 3 to cover the workload of a fulltime position.</p>		<p>The Career Advisor position became vacant in October 2016, thus limiting the number of class presentations, workshops and information sessions on career services topics.. The Director alone cannot manage and continue to improve services while assisting students with all the services.</p>		<p>Yes</p>

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<p>4. Highlands University will be a community partner.</p>	<p>Develop local area part-time jobs for students while attending college.</p>	<p>Participate in the local Economic Development Council meetings to promote job development throughout the year.</p>	<p>Number of local area employers. Post at least 10 part-time jobs annually.</p>	<p>Proposed On-Campus Student Employment Coordinator.</p>	<p>Starting July 1, 2018 or sooner.</p>	<p>December 2018</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<p>- Achieved</p>	<p>December 30, 2018</p>	<p>To attract more local area part-time jobs for students, a Student Employment Coordinator position is needed. This position, which will also facilitate on-campus student jobs, will be able to concentrate more time and effort to job development. The need for this position is currently being discussed in a retention committee for high impact practices on student employment and the development of on-campus internships.</p>		<p>A formal student employment program needs to develop. This program is traditionally housed in Human Resources and/or the Financial Aid Office, which is responsible for monitoring federal work-study, which includes Job Development Locator (JDL) funds for developing off-campus work-study jobs with the public agencies and non-profit agencies.</p>		<p>Yes</p>

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<p>5. Highlands University will achieve technological advancement and innovation.</p>	<p>Identify possible resources for tracking career outcomes of graduates and assessing student usage of Career Services to identify strengths and needed improvements.</p>	<ol style="list-style-type: none"> 1. Update First Destination Survey (FDS) to include all graduates, Associate Bachelor, and master degrees 2. Email survey to graduates 3. Gather data and write annual report of career outcomes and student usage of services. 	<ol style="list-style-type: none"> 1) Update FDS Survey March 2018. 2) Email FDS survey to 2016-17 graduates in April 2018. 3) Compile data by December 2018 	<p>1. Director</p>	<p>Update FDS Survey March 2018.</p> <p>Email FDS survey to 2016-17 graduates in April 2018.</p> <p>Compile data by December 2018</p>	<ol style="list-style-type: none"> 1. March 30, 2018 2. April 30, 2018 3. December 30, 2018
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)	Budget Consideration (Yes / No)	
<ol style="list-style-type: none"> 1. Achieved 2. Achieved 3. In process 	<ol style="list-style-type: none"> 1. March 30, 2018 2. FDS Survey was conducted April 2018 to May, 2018. 3. Survey data will be compiled by December 30, 2018. 	<ol style="list-style-type: none"> 1. Identified commercial sources for First Destination Survey such as Career Outcomes Survey by Grad Leaders (\$5,000 annual fee). However, considering budget cuts, Career Services was directed to use Survey Monkey at no cost. Recommend the university purchase Career Outcomes Survey to help identify and track students that did not complete the survey. 2. Conduct FDS Survey in January of each year (8 months after May graduates with a completion deadline of March of each year. 3. Compile survey data report 6 months after survey deadline. 		<p>Unlike commercial career outcomes services, Survey Monkey does not allow to identifying and tracking students who did not respond to survey. Recommend an additional Graduate Assistant (GA) position to help follow calls to graduates who did not respond to survey.</p>	<p>Yes</p>	

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<p>6. Highlands University will achieve enhanced communication and efficiency.</p>	<p>1. Streamline and Improve communication for the on-campus student employment process.</p>	<p>1. Implement PeopleAdmin a Central webpage/portal location to post all on-campus employment opportunities. 2. Develop student and supervisor employment policy handbooks. 3. Develop student employee and supervisor trainings/webinars.</p>	<p>1. Completion of student employment webpage/portal by January 2, 2018. 2. Actions 2 and 3 will need the assistance of hiring an On-Campus Student Employment Coordinator</p>	<p>1. Director 2. Proposed On-Campus Student Employment Coordinator position.</p>	<p>1. January 2, 2018 2. FY 19: July 1, 2019 1.</p>	<p>1. January 2, 2018 2. FY 19: July 1, 2019</p>
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<p>1. Achieved new webpage for student employment portal. 2. Student and supervisor handbooks and trainings was not started because of staffing cuts to career services.</p>	<p>1. January 2, 2018 2. Not started</p>	<p>1. Continue to collaborate with Human Resources to streamline the student employment portal in People Admin 2. The student and supervisor handbooks will be written when a formal student employment program and coordinator for this program is in place. A high impact practices retention committee for a student employment and an on-campus internship was proposed in 2017 for this initiative.</p>	<p>People Admin continues to need refinement to improve the student hiring process. Student employment should be a priority with recruitment and retention initiatives because it helps students to afford a college education with rising tuition costs. Moreover, it helps students to develop good work habits and skills that will make them more marketing in the world of work.</p>	<p>Yes</p>		