

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: Career Services

Main Contact: Tranquilino Hurtado, Interim Director of the Career Services Center **Email:** tahurtado@nmhu.edu **Phone:** (505) 454-3251

Strategic Goals for 2020 Planning for FY19-FY21	Unit Goals	Unit Actions/Strategies	Measurable Outcome(s)/	Person(s) Responsible	Indicators and Time Frame for Assessment	Date(s) for Review
<p>HLC Focused Visit: Areas of Concern</p> <p>1. <i>Highlands University will achieve academic excellence, academic integration and student success.</i></p> <p><i>Core Component 5.A: "The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future."</i></p>	<p>1. Create a "cutting-edge" Career Services Center that will help facilitate the recruitment and retention of students.</p>	<p>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.</p>	<p>1. Proposal will outline comprehensive resources and services. Proposal will be completed by June 30, 2019.</p>	<p>1. Director</p>	<p>1. A draft will be completed June 30, 2019 to be submitted for review and consideration of the University administration.</p>	<p>1. June 30, 2019</p>
<p>2. <i>Highlands University will achieve strategic enrollment management.</i></p> <p><i>Core Component 4.C: "The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs."</i></p>	<p>2. Provide the Highlands Undergraduate Experience (HUE) office with comprehensive career counseling to integrate with I seminars.</p> <p>3. Provide Career Development Services to NMHU Alumni.</p>	<p>1. Incorporate the use of web-based Career Assessment and Exploration, such as COPS-P</p> <p>2. Administer career assessments to all students in the HUE program.</p> <p>3. Create a working relationship with the Academic Support office to ensure students have selected the appropriate major based on career assessment outcomes.</p> <p>4. Distribute a needs assessment to all NMHU alumni via mail, email, web and events (homecoming) to determine career satisfaction. Potential to re-enroll in graduate programs.</p>	<p>1. Purchase access tokens for the COPS-P career assessment. \$8 per token (approximately 300 tokens for FY 19/20)</p> <p>2. Create career exploration/planning schedule with HUE by August 1, 2019.</p> <p>3. Link 10 alumni per semester to education opportunities at NMHU.</p>	<p>1. Director</p> <p>2. Career Advisor</p>	<p>1. August 1, 2019</p> <p>3. December 1, 2019</p>	<p>1. August 1, 2019</p> <p>3. December 1, 2019</p>
<p>3. <i>Highlands University will achieve a vibrant campus life.</i></p>	<p>3. Promote career education throughout the academic year.</p>	<p>1. Provide career-related information tables sessions, employer workshops, and class presentations.</p> <p>2. Host special events throughout the academic year (i.e. fashion show, clothing closet, suit-up event).</p>	<p>1. One event per month during the Fall/Spring semester.</p>	<p>1. Director</p> <p>2. Career Advisor</p> <p>3. Career Peer Advisors</p>	<p>1. Annual report by August 30, 2019.</p>	<p>1. August 30, 2019</p>

<p>4. <i>Highlands University will be a community partner.</i></p>	<p>4. Develop a partnership with local employers to help fill vacancies with NMHU students (PT and FT). 2. Partner with local K-12 school districts to promote Career Education.</p>	<p>1. Participate in the local Economic Development Council meetings to promote job development throughout the year. 2. Contact local school district counselors to identify career fairs and actively participate with activities.</p>	<p>1. Number of local area employers. Post at least 10 part-time jobs annually. 2. Number of area school districts. Participate in at least one event for each school district.</p>	<p>1. Director 1. On-Campus Student Employment Coordinator. 3. Career Peer Advisors</p>	<p>1. Starting July 1, 2019</p>	<p>1. July, 2019</p>
<p>5. <i>Highlands University will achieve technological advancement and innovation.</i> Core Component 5.D: "The institution works systematically to improve its performance."</p>	<p>5. Identify valuable resources for tracking career outcomes of graduates. Improving student usage of Career Services to generate increased outcomes relating to internships/career placement.</p>	<p>1. Identify resources for implementing a First Destination Survey 3. Gather data and write annual report of career outcomes and student usage of services. 3. Purchase "Handshake" career services software.</p>	<p>1. Survey resource options identified by October 2019. 2. Email survey to graduates from the class of 2018 3. Data compiled 6 months after graduation. 4. Fully implement Handshake by Oct 1, 2019. 50 complete NMHU student profiles by Dec 18, 2019.</p>	<p>1. Director 2. Career Peer Advisors 3. Career Advisor</p>	<p>1. Identify survey resource options by August 1, 2019 2. Email survey 3 months after graduation. 3. Compile survey data 6 months after graduation.</p>	<p>1. August 1, 2019. 2. August 31, 2019 3. November 31, 2019.</p>
<p>6. <i>Highlands University will achieve enhanced communication and efficiency.</i></p>	<p>1. Streamline and Improve communication for the on-campus student employment process (people admin). 2. Engage NMHU Faculty to offer career advising. The creation of "career champions".</p>	<p>1. Facilitate training on the use of People Admin to post all on-campus employment opportunities. 2. Develop student and supervisor employment policy handbooks. 3. Develop student employee and supervisor trainings/webinars. 4. Provide recognition to faculty who have made it a priority to mentor and support NMHU students within their chosen field.</p>	<p>1. Completion of student employment webpage/portal by September 30, 2019. 2. Actions 2 and 3 will need the assistance of hiring an On-Campus Student Employment Coordinator 3. One faculty member honored during the Employee Recognition Breakfast. 4. Increased student participation in career center events/workshops.</p>	<p>1. Director 2. On-Campus Student Employment Coordinator position.</p>	<p>1. September 30, 2019 2. July 1, 2020 3. Dec 1, 2019</p>	<p>1. Sept. 30, 2019 2. July 1, 2020 3. Dec 1, 2019</p>