

**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 Center for Professional Development and Career Readiness*

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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
<p><b>1. Highlands University will achieve academic excellence, academic integration and student success.</b>  <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" Center for Professional Development and Career Readiness 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, 2021.</p>	<p>1. Director</p>	<p>1. A draft will be completed June 30, 2021 to be submitted for review and consideration of the University administration.</p>	<p>June 30, 2021</p>
<p><b>Action Status w/Description (Achieved, Ongoing, Stop)</b></p>	<p><b>Completion Date(s)</b></p>	<p><b>Recommendation(s)</b></p>	<p><b>Challenge(s)</b></p>	<p><b>Budget Consideration (Yes / No)</b></p>		
<p>- On-going</p>	<p>2021 and beyond</p>	<p>- Secure and implement enhanced programs to support students in their search for internships and employment. New software program Anthology for the co- curricular transcript and documentation</p>	<p>Getting students to utilize these services to their full potential.</p>	<p>Yes</p>		

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<p><b>2. Highlands University will achieve strategic enrollment management.</b></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 December 1, 2020.</p> <p>3. Link 10 alumni per semester to education opportunities at NMHU.</p>	<p>1. Director 2. Student Employment Coordinator</p>	<p>1. November 1, 2020 3. February 1, 2021</p>	<p>1. November 1, 2020 3. February 1, 2021</p>
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<ul style="list-style-type: none"> <li>- On-going</li> <li>- On-going</li> <li>- Achieved</li> <li>- Stopped</li> </ul>	<ol style="list-style-type: none"> <li>1. HU Legislative Fellowship students</li> <li>2. Need to revisit</li> <li>3. Achieved and ongoing</li> <li>4. Stopped. Need to revisit</li> </ol>	<p><b>Re-organize current methods and update with new and engaging platforms and outreach</b></p>	<p>-</p>	<p>- YES</p>		

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<p><b>3. Highlands University will achieve a vibrant campus life.</b></p>	<p>3. Promote career education throughout the academic year.</p>	<p>1. Provide career-related information tables sessions, employer workshops, and class presentations. 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 2. Student Employment Coordinator 3. Career Peer Advisors</p>	<p>1. Annual report by August 30, 2021.</p>	<p>1. August 30, 2021</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<p>- Achieved and On-Going</p>	<p>On-going</p>	<p>- Moved to a digital version for sessions due to COVID. Added additional spring career fair for students to partake in.</p>		<p>-</p>		<p>- NO</p>

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<p><b>4. Highlands University will be a community partner.</b></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 October 1, 2020 1.</p>	<p>1. July, 2021</p>
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<p>- On-going</p>	<p>In Progress</p>	<p>- Expanding employer data base in Handshake to offer students many more opportunities for internships and employment. - Updating on a regular basis our internal job board and promoting to each school to disburse to students.</p>		<p>-</p>		<p>NO</p>

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<p><b>4. Highlands University will achieve technological advancement and innovation.</b></p> <p>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 Center for Professional Development and Career Readiness to generate increased outcomes relating to internships/career placement.</p>	<p>1. Identify resources for implementing a <b>First Destination Survey</b></p> <p>2. Gather data and write annual report of career outcomes and student usage of services.</p> <p>3. Purchase "Co-Curricular Transcript System" career services software.</p>	<p>1. Survey resource options identified by November 2020.</p> <p>2. Email survey to graduates from the class of 2020</p> <p>3. Data compiled 6 months after graduation.</p> <p>4. Fully implement Co-Curricular Transcript System by February 1, 2021. 50% complete NMHU student profiles by May, 2021.</p>	<p>1. Director</p> <p>2. Career Peer Advisors</p> <p>3. Student Employment Coordinator</p>	<p>1. Identify survey resource options by November 1, 2020</p> <p>2. Email survey 6 months after graduation.</p> <p>3. Compile survey data 6 months after graduation.</p>	<p>1. November 1, 2020.</p> <p>2. November 31, 2020</p> <p>3. December 21, 2020.</p>
<p><b>Action Status w/Description (Achieved, Ongoing, Stop)</b></p>	<p><b>Completion Date(s)</b></p>	<p><b>Recommendation(s)</b></p>	<p><b>Challenge(s)</b></p>	<p><b>Budget Consideration (Yes / No)</b></p>		
<p>- On-going</p>	<p>Fall 2021- and on-going</p>	<p>- Anthology has been purchased and the system will have a soft launch in Summer 2021 with full launch in Fall 2021. Co- curricular activities will be offered and documented for student engagement purposes.</p>	<p>- Getting system built out and in place and student involvement once launched.</p>	<p>- YES</p>		

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<p><b>6. Highlands University will achieve enhanced communication and efficiency.</b></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 November 30, 2020. 2. Actions 2 and 3 will need the assistance of 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. November 30, 2020 2. July 1, 2021 3. Dec 1, 2020</p>	<p>1. Nov. 30, 2020 2. July 1, 2021 3. Dec 1, 2020</p>
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<p>- Achieved and On-going</p>	<p>1. On-going 2. Achieved 3. Achieved 4. Re-visit</p>	<p>- Smooth transition of work flows achieved and turnaround time cut from days to hours - Student Employment Handbook created and collaborated with HR and Financial Aid. - Created and offered by Student Employment Coordinator - More formal process needs to be in place.</p>				<p>YES</p>