

### Co-Curricular Activities Outcomes Assessment Plan

Program/office name: Center for Professional Development and Career Readiness (CPDCR)

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Program/office mission: The purpose of the Center for Professional Development and Career Readiness (CPDCR) is to support the university's mission, goals, and core values by empowering students to make career planning decisions, to connect students with regional and global employers, and to provide job search skills (resume writing and interview strategies) to successfully obtain internships and gain employment in a rapidly changing and competitive job market.

Intended audience or participants for program: Current NMHU students and alumni.

Co-Curricular Outcomes Assessment Plan Template				AY: 2024-26
Student learning outcome	University trait(s) linked to outcome	Measures of assessment	Timeline for measurement	Threshold to determine if outcome achieved
1. 75% of NMHU students being advised about or trained on Skills First will be very comfortable or somewhat comfortable in their ability to access and use Skills First to develop their resume, independently.	<ul style="list-style-type: none"> <li>-Mastery of content knowledge and skills</li> <li>-Effective communication skills</li> <li>-Critical and reflective thinking skills</li> <li>-Effective use of technology</li> </ul>	<p>NMHU students who are advised about or trained on Skills First by a CPDCR representative will be asked to complete a one-question <i>survey</i> in regard to their comfort level with accessing and using Skills First to develop their resume independently immediately upon advisement/training. The student will have the option of selecting: (1) Very comfortable, (2) Somewhat comfortable, (3) Neither comfortable or uncomfortable, (4) Somewhat uncomfortable, or (5) Very uncomfortable.</p>	<p>The timeline for this assessment will be <i>ongoing</i> and take place beginning in the Fall 2024 semester and continuing through Spring 2025, Fall 2025, and Spring 2026. <i>Note: Measurement of this outcome will not take place during the summer term.</i></p>	<p>If 75% or more of students who complete the survey indicate that they are very comfortable or somewhat comfortable accessing and using Skills First to develop their resume, independently, this outcome will have been achieved.</p>

<p>2. 50% of members of clubs and organizations at NMHU who attend at least one leadership workshop will feel the content provided in the workshop(s) will help to improve their leadership skills.</p>	<ul style="list-style-type: none"> <li>-Mastery of content knowledge and skills</li> <li>-Effective communication skills</li> <li>-Critical and reflective thinking skills</li> </ul>	<p>Members of clubs and organizations who attend at least one leadership workshop will be asked to complete a brief <i>survey</i> at the end of each semester in regard to whether or not they feel the content provided in workshop(s) will help to improve their leadership skills. The member will have the option of selecting: (1) Yes or (2) No. They will also have the opportunity to provide any reason(s) they don't feel the content provided in the leadership workshop(s) will help to improve their leadership skills. Additionally, those surveyed will be asked to list any topics they'd like to see offered at future leadership workshop events.</p>	<p>The timeline for this assessment will be <i>ongoing</i> and take place beginning in the Fall 2024 semester and continuing through Spring 2025, Fall 2025, and Spring 2026. <i>Note: Measurement of this outcome will not take place during the summer term.</i></p>	<p>If 50% or more of members of clubs and organizations who complete the survey indicate that they feel the content provided in the leadership workshop(s) will improve their leadership skills, this outcome will have been achieved.</p>
<p>3. 50% of NMHU student employees will feel they are receiving a meaningful (important or of useful quality) work experience.</p>	<ul style="list-style-type: none"> <li>-Mastery of content knowledge and skills</li> <li>-Effective communication skills</li> <li>-Critical and reflective thinking skills</li> </ul>	<p>Students who are employed at NMHU will be asked to complete a brief <i>survey</i> at the end of each semester in regard to whether or not they feel they received a meaningful work experience during their employment. Meaningful, for the purpose of this outcome, is defined as important or of useful quality. The student employee will have the</p>	<p>The timeline for this assessment will be <i>ongoing</i> and take place beginning in the Fall 2024 semester and continuing through Spring 2025, Fall 2025, and Spring 2026. <i>Note: Measurement of this outcome will not take place during the summer term.</i></p>	<p>If 50% or more of student employees who complete the survey indicate that they feel they received a meaningful (important or of useful quality) work experience, this outcome will have been achieved.</p>

		<p>option of selecting: (1) Yes or (2) No. They will also have the opportunity to provide any reason(s) they don't feel they received a meaningful work experience. Additionally, those surveyed will be asked to provide input in regard to ways NMHU could improve the work experience for their students.</p>		
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