

Texas A&M International University Annual Institutional Effectiveness Review (AIER)

Date Submitted March 12, 2007

Assessment Period Covered (2006)

Academic Program/AES Unit Career Services

Person(s) Preparing Review Cassandra Wheeler

Provide summary of the last cycle's use of results and changes implemented

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Section I: Planning and Implementation
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Institutional Mission

Texas A&M International University, a Member of The Texas A&M University System, prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society ... Through instruction, faculty and student research, and public service, Texas A&M International University embodies a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

Academic Program or Administrative/Educational Support Unit Mission

The mission of the Texas A&M International University's Department of Career Services is to assist potential, current and former students to identify, explore, select and enter career programs and employment opportunities. Career Services will assist students through the following services and program: career exploration and counseling, on-campus employment, part-time employment, resume preparation, mock interviews, job searching needs, job fairs, graduate/professional school fair and on-campus interviews.

Identify outcomes and the relationship to Strategic Plan

Outcome 1

Is this outcome related to writing (QEP)?

Automate the job referral system for students, alumni, student employment supervisors and recruiters.

Identify Strategic Plan Goal related to Outcome 1

Goal 3 Service

Identify Strategic Plan Objective related to Outcome 1

Provide service and outreach activities to the University service area in a professional, courteous, efficient and timely manner.

Identify methods of assessment to be used

Implementation of program

Indicate when assessment will take place

Annual

Criteria/Benchmark

To implement a free online job database for students, alumni and employers.

Outcome 2

Is this outcome related to writing (QEP)?

A. Three 3 job placements per month (off campus recruitment efforts).

B. Provide workshops for students.

Identify Strategic Plan Goal related to Outcome 2

Goal 1 Academics

Identify Strategic Plan Objective related to Outcome 2

Prepare students for success in their chosen careers

Identify methods of assessment to be used

A. Job Placements

B. Provide workshops

Indicate when assessment will take place

Annual

Criteria/Benchmark

A. At least 3 students will be placed in a full-time or part-time job per month.

B. Workshops will be conducted for students to help them become successful at the workplace and/or in their job search.

Outcome 3

Is this outcome related to writing (QEP)?

Increase the number of recruiters visiting the campus

Identify Strategic Plan Goal related to Outcome 3

Goal 1 Academics

Identify Strategic Plan Objective related to Outcome 3

Provide support programs, services, and activities that promote student learning, enhance student development and advance campus internationalization.

Identify methods of assessment to be used

Provide on campus recruitment for students

Indicate when assessment will take place

Annual

Criteria/Benchmark

Increase the number of recruiters on campus.

Section II: Analysis of Results

When (term/date) was assessment conducted?

Outcome 1
March 2007

Outcome 2
March 2007

Outcome 3
March 2007

What were the results attained (raw data)?

Outcome 1
There are currently 451 active enrolled students; 51 active alumni; and 73 employers registered.

Outcome 2
A. Last year (2006) there was a total of 14 placements: January - 0 students; February - 0; March students attending the job fair, offers were extended, but not hires were reported; April - 1; May, over 300 students utilized our services and 62% of the student population were employed. This number reported by the Institutional Research. In June - 2 students were hired; July - 6; August - 6; September - 9; October - 9; November - 8; and December - 3 students pending. Although not all months showed a hire, on average, there were 3 students placed per month.
B. Workshops were conducted for students on the topics of phone etiquette, customer services, teamwork, resume & cover letter writing and interview skills.

Outcome 3
In 2005 there were only 4 visits. In 2006, 30 visits were made by off campus recruiters. These recruiters were based in Laredo, San Antonio, Dallas, and Nuevo Laredo.

Who (specify names) conducted analysis of data?

Outcome 1
Cassandra Wheeler

Outcome 2
Cassandra Wheeler

Outcome 3
Cassandra Wheeler

When were the results and analysis shared and with whom (department chair, supervisor, staff, external stakeholders)? Submit minutes with data analysis to assessment@tamiu.edu (Please use Minutes Template located on the **Project INTEGRATE web page.)**

March 2007 at the Division Retreat

NOTE: Submit all assessment documentation (i.e., surveys, rubrics, course exams with embedded questions, etc.) to the Office of Institutional Effectiveness and Planning.

Use of Results: Indicate whether criteria were met/not met and what changes, if any, have been identified based on the data collected?

Outcome 1

Met Not Met

Provide narrative: The online job database was implemented.

Outcome 2

Met Not Met

Provide narrative: Three placements per month was not met fore each month.

Outcome 3

Met Not Met

Provide narrative: There were 30 visits on campus

How have these data-based changes improved your program/unit?

Students and alumni are able to apply for jobs at any time, the program allows students and alumni to network with each other and email directly to employers. In addition, the students are able to schedule an interview time slot whenever recruiters visit the campus. This program has only been implemented for 3 months (October - December 2006) for this reporting period. It is anticipated that the numbers for placements and recruiters visits should increase significantly for the next reporting period.

Further, there were 1,248 seniors enrolled 2005-2006, out of these 62% (or 774) were employed upon graduation. Out of the remaining 38% (or 474), those enrolled in graduate school represent 11% (or 56), and the remaining 27% (or 418) were either employed 6 months after graduation or are currently seeking employment.

Section III: Programmatic Review

Are resources affected by the changes identified in Section II? Yes No

If so, specify the effect(s) using the chart below:

Funding	Physical	Other
<input type="checkbox"/> New resources required	<input type="checkbox"/> New or reallocated space	<input type="checkbox"/> Primarily faculty/staff time
<input checked="" type="checkbox"/> Reallocation of current funds		<input type="checkbox"/> University rule/procedure change only
		<input type="checkbox"/> Other: Enter text here

Provide a narrative description and justification for requested resources (include linkage to Strategic Plan)

Because of the increasing number of visits by recruiters and the need to track alumni the unit would like to change one of the "Staff Assistant" positions to "Employer Relations Coordinator." Funds will be taken from another staff assistant position that was vacated in December 2006. The person in this position would coordinate on campus visits (classroom visits, scheduled interviews) and meet with new employers.

Identify proposed outcomes for the next assessment cycle:
Continuation of present outcome(s) – (Indicate reason for continuation): Increase the number of recruiters visiting the campus - This will assist students in their job search. At least 3 students will be placed in a full-time or part-time job per month.
New Outcome(s) – (List outcomes below): Increase the percentage of graduating seniors finding employment from 62% to 68%.
Modification of present outcome(s) – (Indicate reason for modification): Increase the number of recruiters visiting the campus- changed to: Increase the number of recruiters visiting the campus by 5 new employers.

****** This section to be completed by dean/director/vice-president ******

Are resources requested a priority for the academic program/AES unit?

Yes No

Comments:

Enter text here

If funding, physical or other resources were requested, what is the impact of the budget decisions on the academic program/AES unit?

Enter text here