



# Skyline College

## Program Review Update Report 2025 - 2026

SKY SS - Career Readiness and Job Placement  
Program

Lauren Ford

A handwritten signature in black ink, appearing to read 'LF', is positioned above a horizontal blue line.

Lauren Ford (Feb 10, 2026 08:46:17 PST)

02/10/2026

## SKY Student and Learning Support Services Program Review Update

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**Submitter Name:**

Kalia Chavez

**Submission Date:**

11/14/2025

**DIVISION:**

Strategic Partnerships & Workforce Development (SPWD)

**PROGRAM NAME:**

Career Services

**YEAR OF REVIEW**

2025 - 2026

### 1. PROGRAM STUDENT LEARNING OUTCOMES (PSLOs) RESULTS

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**i. How frequently were PSLOs assessed for the last three years?**

The program has not been assessed since I began in this role in April 2024. During this period, the Division experienced leadership transitions, including temporary leadership and a period when the newly appointed Dean was on maternity leave until September 2024. The Career Readiness team also navigated staffing changes: we began with three Career Readiness Coordinators, transitioned to two, and ultimately returned to three. With our team now stable and fully staffed, we are well-positioned to conduct annual program assessments each summer.

In addition, the responsibilities of the Career Readiness team shifted with the transition of the Employment Engagement Coordinator PSC role, which now oversees all employer-related functions, including Career Fairs, the Industry Leadership Council, and employer outreach. The team was also rebranded as the Career Services team, integrating two Career Counselors into the unit. In 2024, the Career Readiness Aide position was also filled for the first time in many years, further strengthening our capacity.

**ii. What have you learned from reviewing the PSLO results? What may account for these results? What are their implications for your programming?**

For this Program Review Update, we established new program goals for Career Services. Previously, there was no official process for collecting data. To address this, we developed a set of surveys designed to help us gather the information needed to determine our baseline. This will allow us to understand where we are starting from and measure progress moving forward. We will review and analyze this data annually each summer.

**iii. Are the PSLOs still relevant to your program? If not, what changes might be made?**

As part of this year's Program Review Update, our newly formed team created five new PSLOs, fully replacing the previous PSLOs to reflect our updated direction and leadership. These new PSLOs will be added to the Career Services website.

**Submitted a current assessment calendar to the Office of Planning, Research, and Institutional Effectiveness**

No

**Updated the Improvement Platform with new and/or changed PSLOs after approval by the appropriate person(s)**

Yes

**Updated the program website with new and/or changed PSLOs after approval by the appropriate person(s)**

Yes

## 2. ADDITIONAL INFORMATION

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**Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.**

The team is actively evolving into the newly restructured Career Services unit. This process includes thoughtfully redefining how we collaborate and operate as a unified team, encompassing the Career Counselors, the Employer Engagement PSC role, the Career Readiness Coordinators and the Career Resource Aide position.

As of Fall 2025, the Career Readiness Coordinators began leading workshops individually within the Divisions and programs they support, using individually developed curriculum—an approach that highlights their strengths and deepens their impact with the student populations they support.

In Fall 2025, the Employer Engagement PSC team member left the team, and the position has been posted for applications as of November 2025.

The Career Resource Aide position, which had been vacant for several years, is also being actively shaped to determine how it can best support the different needs of the Career Services team.

In addition, discussions are underway regarding how the Career Counselors will be integrated into future PRUs. The entire Division will also be relocating to a new building at the end of Spring 2026, bringing the full Career Services unit into one shared space and strengthening collaboration across the team.

Overall, this period represents a meaningful transition as we build toward a more cohesive, structured, and strategically aligned Career Services team.

# Goals & Resource Requests

## Professional Development for Staff

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Expand professional development opportunities for Job Placement Coordinators that is relevant to the skill sets and work needed for the role to continue to support students in their individualized career needs.

### Year Initiated

2022 - 2023

### Goal Status

Active

### Implementation Step(s) and Timelines

"Map out opportunities throughout the year available both on campus and externally

"Staying up to date in career readiness and employer needs

"Enroll in at least one new membership for relevant industry associations

"Feedback given through a survey twice a semester distributed to employers that will assess if the needs of the employers are met.

"Continue to host and expand the Industry Leadership Council with the purpose to align best practices in workforce development and career readiness.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution**: Be an antiracist and equitable institution (X)
- **Student Support and Resources**: Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment**: Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation**: Cultivate civic-mindedness to empower self and strengthen society (X)

## UPDATE

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### Goal Update Date

11/05/2025

### Academic Year Updated

2025 - 2026

### Goal Update

On Schedule

### Goal Update Narrative

The Career Readiness Coordinators have attended professional development conferences during the following time frames:

-California Community College Association for Occupational Education (CCCAOE) Conference

Fall 2025: 1 Career Readiness Coordinator, Work Experience Instructor

Spring 2024 & Fall 2024: 2 Career Readiness Coordinators

-National Association of Colleges and Employers (NACE):

Summer 2024 Conference: 1 Career Readiness Coordinator

-Memberships as of June 2025: SPWD Dean, 3 Career Readiness Coordinators, Work Experience Instructor, 2 Career Counselors, Career Resource Aide

-Contracted training series with Aspira Consulting:

Spring 2025: 3 Career Readiness Coordinators, 2 Career Counselors, and 1 Promise Scholars Program Counselor

## Resource Request

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### Division Name

Strategic Partnerships & Workforce Development (SPWD)

## Goals & Resource Requests

### Year of Request

2025 - 2026

### Resource Type

Technology

### Resource Name

1 New Laptop

### Resource Description

1 New Laptop for Career Readiness Coordinator

### Funds Type – Mark all that apply.

One-time Cost

### Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Current laptop is old and can no longer hold a charge which limits me to always having a power outlet.

Especially due to the Career Readiness Coordinator role having to be out in public spaces leading workshops and presentations with the laptop.

### Cost

2,000

### Level of need, with 1 being the most pressing

1

## Awareness of CR Services

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30% increase in services provided

### Year Initiated

2024 - 2025

### Goal Status

Active

### Implementation Step(s) and Timelines

Increase awareness of Career Services and expand engagement in services utilized by students.

Continue hosting events, workshops, 1-on-1 appointments and tabling activities each semester.

Additionally, ensure that all relevant surveys are completed for each event, workshop, and tabling activity to begin building a strong baseline of data.

Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

Timeline:

From Fall 2025 through Spring 2027, we will collect data using the surveys listed above to establish our baseline.

Benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)

## UPDATE

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### Goal Update Date

# Goals & Resource Requests

11/17/2025

## Academic Year Updated

2025 - 2026

## Goal Update

On Schedule

## Goal Update Narrative

Consistent events, workshops and student appointments have been hosted and completed during this timeframe of this PRU (Spring 2024-Fall 2025).

The team has more team capacity to host more events and workshops, including the Career Counselors and the Career Resource Aide.

Platforms where we can retrieve this data: student and community member appointments (SSL & Calendly), JobSpeaker, Surveys, Career Services website, and Career Services Events List.

## Related Documents

[Career Services Events- Fall 2024.pdf](#);

[Career Services Events- Fall 2025.pdf](#);

[Career Services Events- Spring 2025.pdf](#);

[Career Services Events- Summer 2023-Spring 2024.pdf](#);

[Career Services Surveys-FA25.pdf](#)

## UPDATE

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## Goal Update Date

02/10/2025

## Academic Year Updated

2024 - 2025

## Resource Request

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### Division Name

Strategic Partnerships & Workforce Development (SPWD)

### Year of Request

2025 - 2026

### Resource Type

Other

### Resource Name

Event Outreach

### Resource Description

Reusable signage for 12 annual career events to promote visibility and attendance.

### Funds Type – Mark all that apply.

One-time Cost

### Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

Funding is requested to produce durable, reusable signage for twelve annual career events. These signs will be displayed across campus and in the surrounding community to increase visibility and drive attendance each year.

### Cost

3,000

### Level of need, with 1 being the most pressing

1

# Goals & Resource Requests

## Resource Request

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### Division Name

Strategic Partnerships & Workforce Development (SPWD)

### Year of Request

2025 - 2026

### Resource Type

Supplies

### Resource Name

Career Services Outreach: Print & Digital Materials

### Resource Description

Materials to increase student awareness of Career Services, promoting career exploration, skill-building, and connection to opportunities.

### Funds Type – Mark all that apply.

One-time Cost

### Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

This project enhances visibility of Career Services, helping more students discover career pathways, develop essential skills, and access real-world opportunities. By improving outreach through print and digital materials, we can engage students who might not otherwise use these resources, advancing Skyline College's goals of equity, student success, and career readiness.

### Cost

1,500

### Level of need, with 1 being the most pressing

4

## On-Campus Partnerships

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Continued increase with Divisions and on-campus programs.

### Year Initiated

2024 - 2025

### Goal Status

Active

### Implementation Step(s) and Timelines

The Career Readiness Coordinators will continue to expand their partnerships with their prospective Divisions and on-campus program each semester.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

## UPDATE

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### Goal Update Date

11/05/2025

### Academic Year Updated

2025 - 2026

# Goals & Resource Requests

## Goal Update

On Schedule

## Goal Update Narrative

From Fall 2024 to Fall 2025, the following on-campus partnerships were reestablished through hosting workshops or events: STEM Division (BTEC, NETX), SSCA Division (Paralegal, CIS, Western Art, Psychology, English), BEPP Division (ECE), and other programs including the Women's Mentoring & Leadership Academy, Puente, Dual Enrollment, Herman@s Connection to College (C2C), Project Change, Middle College, International Students Program, Promise Scholars Program, Career Counseling, ASSC, Federal Work Study, and CIPHER. The Career Readiness Coordinators will continue to increase their on-campus partnerships each semester.

The Career Readiness Coordinators will continue to expand their partnerships with their prospective Divisions and on-campus program each semester.

Kalia Chavez: BEPP Division (spring 26), Puente/Herman@s, Project Change, Women's Mentoring & Leadership Academy, TRIO (spring 26)

Laura DeKelaita: STEM and KAD Divisions, Veterans (spring 26) Promise Scholars Program, MESA

Ron Chand: SSCA, LA Divisions, Middle College, Dual Enrollment

## Related Documents

[Career Services Events- Fall 2025.pdf](#);  
[Career Services Events- Spring 2025.pdf](#);  
[Career Services Events- Fall 2024.pdf](#)

## Employment Confidence

At least 65% of participants will indicate being satisfied with their employment confidence.

## Year Initiated

2025 - 2026

## Goal Status

Active

## Implementation Step(s) and Timelines

Implementation Steps:

The Career Services team will actively encourage the completion of all relevant surveys for each event, workshop, and tabling activity to begin building a strong baseline of data on student and community member employment confidence after utilizing or interacting with our services.

Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

Timeline:

From Fall 2025 through Spring 2027, data will be collected using the surveys listed above to establish a baseline. Benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter. This evaluation will also determine whether survey adjustments or new surveys are needed to better assess this goal.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

# Goals & Resource Requests

## UPDATE

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### Goal Update Date

11/17/2025

### Academic Year Updated

2025 - 2026

### Goal Update

On Schedule

### Goal Update Narrative

Beginning in Fall 2025, we implemented the use of tailored surveys for each event, workshop, tabling session, and 1-on-1 appointment. This process has been supported by the Career Resource Aide, who also assists with guest registration during event check-in and emailing out the surveys to participants.

Surveys have been distributed consistently since Fall 2025. Offering incentives such as swag, catering, and nutritional support can help encourage participants to complete the surveys. Since Career Services does not have institutionalized benchmarks, registration and survey completion are not mandatory. These incentives provide a better opportunity to establish baseline data and data overall.

With continued collaboration with staff, faculty, and on-campus programs, the Career Services team may see increased support and participation in survey completions (post-event, post-workshop, etc.), especially if survey completion is offered as an assignment or extra credit for students.

As of November 2025, the Employer Engagement PSC role is vacant and currently open for applications.

### Related Documents

[Career Services Surveys-FA25.pdf](#);

[Career Services Events- Fall 2025.pdf](#)

## Resource Request

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### Division Name

Strategic Partnerships & Workforce Development (SPWD)

### Year of Request

2025 - 2026

### Resource Type

Technology

### Resource Name

VMock

### Resource Description

Vmock Career Acceleration Platform provides students personalized feedback on resume and interview skills to build their confidence.

### Funds Type – Mark all that apply.

Recurring Cost

### Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

This request helps students become more career ready by giving them access (any-time) to personalized scalable career support. This will allow for scablable services to provide equitable access.

### Cost

27,000

### Level of need, with 1 being the most pressing

3

## Employment Resources

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At least 65% of participants will indicate being satisfied with employment resources.

11/19/2025

Generated by Nuventive Improvement Platform

Page 9

# Goals & Resource Requests

## Year Initiated

2025 - 2026

## Goal Status

Active

## Implementation Step(s) and Timelines

Students and community members will continue to access the resources Career Services offers through the following channels: the Career Services website, one-on-one appointments, career events and workshops, tabling, the Do Not Cancel Class Initiative, the Career Services bulletin board, social media handles (Instagram and LinkedIn), and through resources and handouts provided during these interactions.

Additionally, ensure that all relevant surveys are completed for each event, workshop, and tabling activity to begin building a strong baseline of data.

Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

Timeline:

From Fall 2025 through Spring 2027, we will collect data using the surveys listed above to establish our baseline. Benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter. This annual update will also include updating the Career Services website as needed.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)
- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

## UPDATE

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### Goal Update Date

11/17/2025

### Academic Year Updated

2025 - 2026

### Goal Update

On Schedule

### Goal Update Narrative

## Goals & Resource Requests

The Career Services website was relaunched in August 2025 and continues to be updated as the team refines its structure and the services offered.

The Do Not Cancel Class Initiative began in Fall 2025. As of November 17, 2025, the Career Services team has completed eight Do Not Cancel Class workshops.

Career Readiness Coordinators have developed their own curricula, which include handouts and worksheets to support student learning, which is shared with students during 1-on-1 meetings and workshops, in addition to learning about other resources available to them through Career Services.

With the reestablishment of the team as Career Services, the unit is actively working to raise awareness of its services among students, community members, on-campus staff, faculty, programs, and external partners. Through the Career Services Outreach Marketing Plan, the team plans to create materials such as “passport cards” that list services offered in a fun and engaging way, helping to expand outreach and share resources more effectively.

**Intentional Partnership with LinkedIn:**

Beginning in Fall 2025, a Career Readiness Coordinator will represent Skyline College in the LinkedIn Learning sub-regional collective. The coordinator will share insights on how to best utilize LinkedIn Learning, learning from colleagues regionally and beyond, ensuring alignment with the subregional shared-use plan (to be developed), and communicating key updates from the subregional team or LinkedIn Learning directly to the SPWD Dean and Career Services team.

In addition to partnering and leveraging LinkedIn, a Flex Day workshop has been hosted in collaboration with the LinkedIn rep to share how faculty can leverage LinkedIn both individually and in their class with students. The coordinator plans on hosting another LinkedIn workshop in spring 2025.

Starting in Fall 2025, appropriate surveys have been implemented for every event, workshop, tabling session, and one-on-one appointment. This process is supported by the Career Resource Aide, who also assists with guest registration at event check-in.

The Employer Engagement PSC role is currently vacant and open for applications as of November 2025.

### Related Documents

[Career Services Surveys-FA25.pdf](#);

[Career Services Events- Fall 2025.pdf](#);

[Career Services Events- Spring 2025.pdf](#)

### Resource Request

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#### Division Name

Strategic Partnerships & Workforce Development (SPWD)

#### Year of Request

2025 - 2026

#### Resource Type

Other

#### Resource Name

Student Nutritional Support Resources

#### Resource Description

Light snacks will be provided as a nutritional student support resource to encourage participation and sustained engagement during the Career Readiness Coordinators' monthly office hours, launching in the upcoming semester. These sessions will initially serve students in the Middle College, Promise Scholars Program, and Project Change, with plans to gradually expand office hours to additional programs over time.

#### Funds Type – Mark all that apply.

Recurring Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.**

## Goals & Resource Requests

These sessions will initially serve students in the Middle College, Promise Scholars Program, and Project Change, with plans to gradually expand office hours to additional programs over time. Providing light snacks will help promote student engagement, wellness and a sense of belonging- key factors that can contribute to retention while also increasing the access to career readiness resources.

**Cost**

3,000

**Level of need, with 1 being the most pressing**

1

**Resource Request**

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**Division Name**

Strategic Partnerships & Workforce Development (SPWD)

**Year of Request**

2025 - 2026

**Resource Type**

Supplies

**Resource Name**

Career Services Outreach and Promotion Supplies

**Resource Description**

This request will support Career Services in effectively promoting job opportunities, career resources, and upcoming events to students and the broader community. Funding for supplies and services will enhance the visibility and quality of Career Services events, workshops, and outreach efforts, allowing more students to learn about and access career readiness support.

**Funds Type – Mark all that apply.**

One-time Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.**

This request aligns with Skyline College's goals of increasing student success, access, and equity by strengthening outreach and engagement with diverse student populations. It also supports state priorities for career education and workforce readiness by promoting awareness and participation in career development opportunities that prepare students for meaningful employment and lifelong success.

**Cost**

5,000

**Level of need, with 1 being the most pressing**

2

## Industry Knowledge

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At least 65% of participants will indicate being satisfied with industry knowledge.

**Year Initiated**

2025 - 2026

**Goal Status**

Active

**Implementation Step(s) and Timelines**

## Goals & Resource Requests

### Implementation Steps:

Continue hosting industry specific events and workshops (Across roles) each semester both in collaboration with external employers, faculty and on-campus partners.

Additionally, ensure that all relevant surveys are completed for each event, workshop, and tabling activity to begin building a strong baseline of data.

### Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

### Timeline:

From Fall 2025 through Spring 2027, we will collect data using the surveys listed above to establish our baseline. Benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter.

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

## UPDATE

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### Goal Update Date

11/17/2025

### Academic Year Updated

2025 - 2026

### Goal Update

On Schedule

### Goal Update Narrative

The Career Services team has hosted industry specific events and workshops (Across roles- which includes the Career Counselors) which have included: Science in Action (In collaboration with Guardant Health), Resume Workshops (In collaboration with The San Francisco Peninsula), supported with the Career Conversation & Exploration Night (In collaboration with the Learning Communities), Psych Career Day (In collaboration with Psych faculty), the Sustainable Career Fair (In collaboration with San Mateo County Office of Education), Millbrae Library Workshop Series, SFO Safety & Operations Career Fair, H&R Block Workshops, PDA Biotech Professionals & Student Event and San Mateo County Career Panel & Career Fair.

The Employment Engagement Coordinator role remains vacant and is out for applications as of November 2025.

The Career Cafe series began in fall 2025, where an employer is on-campus every Thursday sharing job opportunities with students.

Beginning in Fall 2025, we implemented the use of appropriate surveys for each event, workshop, tabling session, or 1-on-1 appointment. This process has been supported by the Career Resource Aide, who also assists with guest registration at event check-in.

### Related Documents

[Career Services Events- Fall 2024.pdf](#);

[Career Services Events- Fall 2025.pdf](#);

[Career Services Events- Spring 2025.pdf](#);

[Career Services Events- Summer 2023-Spring 2024.pdf](#);

[Career Services Surveys-FA25.pdf](#)

# Goals & Resource Requests

## Resource Request

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**Division Name**

Strategic Partnerships & Workforce Development (SPWD)

**Year of Request**

2025 - 2026

**Resource Type**

Other

**Resource Name**

Catering for Annual Larger Scale Career Services Events

**Resource Description**

Funds for catering 12 larger scale career events in both fall and spring semesters to help incentivize participation. Some events will include on-campus partnerships with other departments and programs, creating a collaborative environment and help to foster more engagement with career programming.

**Funds Type – Mark all that apply.**

Recurring Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.**

Providing catering for career events supports Skyline College's goals of promoting student success, engagement, and equitable access to career resources. By encouraging participation in career programming, these events help students explore workforce opportunities, build professional skills, and prepare for meaningful employment, aligning with both institutional and state priorities for career readiness and workforce development.

**Cost**

12,000

**Level of need, with 1 being the most pressing**

1

## Resource Request

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**Division Name**

Strategic Partnerships & Workforce Development (SPWD)

**Year of Request**

2025 - 2026

**Resource Type**

Student, Aides, Hourly, or Temporary Workers

**Resource Name**

Student Assistant Support for Career Services Website and Programs

**Resource Description**

Support Career Services and maintain the website to centralize events, JobSpeaker, and resources—improving access, engagement, visibility, and program support.

**Funds Type – Mark all that apply.**

Recurring Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.**

The ongoing website updates improve access to Career Services and resources, enhance student engagement, and support goals of equity, workforce readiness, and student success. A dedicated Student Assistant in this role will help the Career Services team keep information current throughout the restructuring process. As the team expands to include 2 Career Counselors, 1 Employment Engagement Coordinator, and 1 Career Resource Aide, additional student assistants are needed to manage the increased number of events and workshops. Extra support will also allow the team to prioritize and launch other critical initiatives, such as the Career Closet, while maintaining accurate and up-to-date website content.

**Cost**

16,000

**Level of need, with 1 being the most pressing**

1

# Goals & Resource Requests

## Personalized Career Support Experiences

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At least 65% of participants will indicate being satisfied with personalized career support.

### Year Initiated

2025 - 2026

### Goal Status

Active

### Implementation Step(s) and Timelines

#### Implementation Steps

Continue offering events and workshops each semester that are tailored to the student needs and continue to collaborate with faculty and on-campus partners to host these events and workshops.

Equally important, as a team, the Career Readiness Coordinators will maintain daily availability for one-on-one student appointments, along with three dedicated walk-in days per week (One for each Coordinator). The Career Readiness Coordinators will reserve 15 hours per week to directly serve students through appointments, workshops, events, and related activities. In addition, they will also encourage completion of all relevant surveys for each event, workshop, one-on-one appointment, and tabling activity to begin building a strong baseline of data (In some instances, it would be the Career Resource Aide that would send out the surveys).

Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

#### Timeline

From Fall 2025 through Spring 2027, data will be collected using the surveys listed above to establish a comprehensive baseline. A benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter. This initial evaluation will also determine whether student appointment times should be adjusted to better meet student needs.

### Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

### UPDATE

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#### Goal Update Date

11/17/2025

#### Academic Year Updated

2025 - 2026

#### Goal Update

On Schedule

#### Goal Update Narrative

## Goals & Resource Requests

The Career Readiness Coordinators have hosted a variety of workshops and events throughout the period reflected in this PRU, (From Spring 2024 through Fall 2025). During this time, student appointments have been continuously offered and completed. As of Fall 2025, with the addition of a third Career Readiness Coordinator, the team has increased capacity to serve more students. Fall 2025 also marks the first semester in which the Coordinators began actively collaborating with their assigned divisions and the on-campus programs they support. Moving forward, the Career Readiness Coordinators will continue to expand partnerships with faculty and campus programs each semester.

Beginning in Fall 2025, surveys were implemented for each event, workshop, tabling session, and one-on-one appointment. This process has been supported by the Career Resource Aide, who also assists with guest registration and event check-in.

There was a decline in events, workshops, and student appointments from March 2025 through August 2025, as one Career Readiness Coordinator was frequently out of the office due to an injury and a family emergency. This also impacted the planned direct collaboration with the BEPP Division, which the coordinator intends to resume in Spring 2026.

During Summer 2025, the Career Readiness Coordinators focused on developing their individual curricula in preparation for the Fall semester.

From Spring 2024 through Spring 2025, student appointments were scheduled through Calendly. In Fall 2025, the Dean directed that all student appointments be scheduled solely through SSL. The coordinators, along with the Career Resource Aide, received SSL training and continue to refine their use of the platform, including scheduling drop-in appointments. Calendly is now reserved for community members only.

### Related Documents

[Career Services Events- Fall 2024.pdf](#);  
[Career Services Events- Fall 2025.pdf](#);  
[Career Services Events- Spring 2025.pdf](#);  
[Career Services Events- Summer 2023-Spring 2024.pdf](#);  
[Career Services Surveys-FA25.pdf](#)

## Personalized Industry Engagement Opportunities

At least 65% of participants will indicate being satisfied with their awareness of job fields and diverse career opportunities that align with their career interests.

### Year Initiated

2025 - 2026

### Goal Status

Active

### Implementation Step(s) and Timelines

Implementation Steps:

Continue hosting key events each semester—including the Career Fair and the Industry Leadership Council—even while the Employment Engagement Coordinator role remains vacant. Additionally, ensure that all relevant surveys are completed for each event, workshop, and tabling activity to begin building a strong baseline of data.

Surveys Created in Fall 2025:

Event/Tabling Sign-In, Post-Workshop/1-on-1 Student Follow-Up, Post-Career Fair Student Follow-Up, Post-Career Fair Employer Follow-Up, and End-of-Semester Follow-Up.

Timeline:

From Fall 2025 through Spring 2027, we will collect data using the surveys listed above to establish our baseline. Benchmark evaluation will take place in Summer 2026 and then annually each summer thereafter.

# Goals & Resource Requests

## Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Antiracist and Equitable Institution:** Be an antiracist and equitable institution (X)
- **Thriving Environment:** Foster a thriving learning and work environment (X)
- **Civic Mindedness Cultivation:** Cultivate civic-mindedness to empower self and strengthen society (X)
- **Fiscal Stability:** Ensure fiscal stability to support the College mission and maintain public trust (X)

## UPDATE

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### Goal Update Date

11/14/2025

### Academic Year Updated

2025 - 2026

### Goal Update

On Schedule

### Goal Update Narrative

We have continued to host industry-specific events in collaboration with external employers as well as with faculty and on-campus programs. The Industry Leadership Council has also been hosted by the new team each fall and spring semester, beginning in Fall 2024. Likewise, the Career Fair has been held every fall and spring with the new team, with the first occurring in Spring 2024.

Beginning in Fall 2025, we implemented the use of appropriate surveys for each event, workshop, tabling session, or 1-on-1 appointment. This process has been supported by the Career Resource Aide, who also assists with guest registration at event check-in.

The Employer Engagement PSC role is currently vacant and out for applications as of November 2025.

Having a Director of Workforce will further strengthen this work by providing centralized leadership for the Career Services team, ensuring their efforts are strategically aligned, data-informed, and equity-centered. This role will streamline communication, build out employer and community partnerships, and support the Dean in aligning student entry points with clearly defined career pathways, ultimately enhancing our capacity to deliver cohesive, high-impact programming that supports student success and evolving labor market needs.

### Related Documents

[Career Services Events- Fall 2024.pdf](#);  
[Career Services Events- Fall 2025.pdf](#);  
[Career Services Events- Spring 2025.pdf](#);  
[Career Services Events- Summer 2023-Spring 2024.pdf](#);  
[Career Services Surveys-FA25.pdf](#)

## Resource Request

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### Division Name

Strategic Partnerships & Workforce Development (SPWD)

### Year of Request

2025 - 2026

### Resource Type

Classified Professional/Administrator Position (permanent)

### Resource Name

Director or Administrator

### Resource Description

Director of Workforce Development:

Provides strategic leadership for Career Services by supervising career and employer engagement staff, developing equity-centered workforce programs, cultivating internal and external partnerships, and aligning student pathways with labor-market opportunities to strengthen institutional workforce outcomes.

## Goals & Resource Requests

**Funds Type – Mark all that apply.**

Recurring Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.**

This request to hire a Director of Workforce Development would enable Career Services to design and deliver programs that are strategic, equity-centered, and grounded in data and measurable outcomes. The Director will serve as the central point of leadership for the Career Resource Aide, Employer Engagement Coordinator, and two Career Counselors, ensuring their work is aligned with shared goals, institutional priorities, and campus-wide workforce initiatives.

By unifying supervision and direction across these positions, the Director will reduce inefficiencies, streamline communication, and strengthen alignment between student-facing services, employer engagement, and resource support. This role will also assume critical responsibilities that currently lack dedicated ownership—such as cultivating employer and community partnerships, coordinating staff professional development, and supporting the Dean in aligning student entry points with clearly defined career pathways.

In addition, establishing this position brings Career Services into alignment with the organizational structures of sister colleges, where a Director of Workforce Development is standard.

Ultimately, this role will significantly expand Career Services' capacity to deliver cohesive, scalable, and high-impact programming while advancing equitable career and workforce outcomes that meet the evolving needs of students and the labor market.

**Cost**

176,448

**Level of need, with 1 being the most pressing**

1