

## Services & Activities Fee Annual Program Review

Program Name: Westside Career Counselors  
Program Manager: Vicki Sannuto  
Fiscal Year: 2021-2

1. In what ways does your program support CWU students? Please be specific, yet concise.

Career Services helps students:

- Engage in self-awareness and exploration to determine interests, strengths, values, motivation and goals
- Connect their interests, strengths, values, motivations to potential occupational areas
- Determine potential degree programs to match their occupational or career goals
- Develop job search skills (resumes, cover letters, interviewing, networking), and strategies
- Find employers offering internship opportunities to help them gain practical experience
- Learn how to conduct an effective job search to secure a job upon graduation
- Assess if and when graduate school is a good option based upon their career goals

2. What are your specific program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

1. Students will be able to generate a tentative career plan by participating in self-assessment and career exploration activities (e.g. interests/values/strengths assessments, researching career fields)
2. Students will be able to identify professional networking contacts and understand common workplace practices and expectations in their field as a result of engaging in experiential learning (e.g. field trips, internships, career fairs, employer information sessions, mock interviews)
3. Students will be able to create resumes, cover letters and grad school applications or other career advancement documents

We assess the effectiveness by:

- collecting workshop evaluations
- soliciting faculty feedback
- we send out evaluations to students that have utilized our services.
- collect student usage data with electronic advising notes and Google forms
- Internship evaluation forms

3. What is the overall purpose of your program and what service(s) does your program provide?
  - a. Are there overlaps or intersections with other university programs who have a similar purpose or service?

To help students gain the necessary knowledge, skills, abilities, and strategies to confidently engage in an effective job search to put their degree to work

- Self-awareness and exploration through the use of assessments and career counseling

- Career and occupational research through online resources, industry-related workshops and employer panels, networking events and informational interviewing
- Resumes, cover letter, job interviewing skills through individual appointments, workshops, classroom and student club presentations
- Oversee cooperative education/internship program to help students engage in practical learning experiences related to their degree programs
- a) Alumni relations, Faculty/Departments occasionally offer career-focused workshops and classes on the main campus, but not on the Westside.

4. How does your program align with the purpose of S&A funding? *“Supporting co-curricular and extracurricular activities and programs participated in by students in the furtherance of their education.”*

Career Services provides free services to all students. It supports student clubs and organizations to help them connect to career professionals through guest speakers, industry-specific workshops/panels, by participating in campus and club events to provide a career development perspective related to an event topic or focus, and acting as club mentors.

5. How does your program support CWU’s mission and goals? (<https://www.cwu.edu/mission/>)

We assist students to articulate what they have learned through their academic programs, extracurricular endeavors, work and volunteer experiences, and how to relate their talents to potential employers to gain jobs where they can become productive citizens contributing value to their communities, state, geographical region, nation and the world.

6. Please provide detailed information regarding who utilizes your program? *(Students, faculty, staff, community? Specific demographic information? Class standing, gender, ethnicity, transfer, campus location, etc.)*

See attached two documents (WestSideDeAgg and S&A Supplemental) for student information. We cannot get class standing out of Advising Notes. We cannot get detailed information on students out of our Google tracker which records phone/email contacts. Our S&A funding covers working with students only but we cannot prevent other people from attending our online events.

7. How many unique CWU students utilize your program or services?
- a. How do you gather these metrics?
  - b. If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

See attachment. We gather this information from CWU Advising Notes and use a Google tracker for email/phone contacts. We are working with Information Services to get better details on student demographics through Advising Notes.

8. Are there any current vacant positions in your program?

2 student workers/peer advisor positions

9. Given the budget reductions taking place and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and including in your initial base funding request.

Loss of funding for student workers (peer advisors) at the Centers. If budget reductions continue over the years and depending on what percentage the cuts are, the goods and services budget for the program will be impacted in Year Two at 15% or eliminated if the cut is 20%. Further budget reductions in Year 3 and 4 will result in reduction of staff work time.

10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?

Yes potential budget cuts (see #9)

11. What growth or increases would you like to see in your program in the future?

Additional funding to support greater outreach to local and regional employers, to join and participate in business organizations, professional associations, and attend recruiting events.