

**Detailed Assessment Report for
2005 - 2006 Career Center**

MISSION

In support of the UTD mission to provide high quality education, research and service, the UTD Career Center is committed to the following three-fold mission: 1.To prepare students and alumni for a lifetime of career transitions through comprehensive career education programs, which address their diverse and multidimensional needs. 2.To partner with employers to develop and implement effective and efficient campus relations programs. 3.To enhance the academic mission of the university as it relates to the career education of students by collaborating and partnering with faculty and staff from all disciplines.

OUTCOMES/OBJECTIVES

Outcome/Objective 1:

Provide a campus work program for students

Full Description:

Improve the campus work program by updating student employment manual, developing potential community service positions for work-study students, expanding part-time job opportunities for non-work-study students, conducting student employment training sessions for campus departments, and maintaining memberships and participation in conferences of professional associations.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [II-3](#): Investment in People
- [VI-4](#): Community Outreach

Institutional Priorities:

- [SP-4](#): Tell UTD's Story Better

Related Measures:

- [M. 1](#): Feedback report from payroll office
- [M. 2](#): Report of anecdotal student feedback
- [M. 3](#): Department feedback
- [M. 4](#): Report Work Study regulation compliance

Related Actions:

- [A. 1](#): Efficient year-end reporting

- A. 2: Identify and correct discrepancies
- A. 3: Paperwork processing
- A. 4: Review regulations

Outcome/Objective 2:

Expand opportunities for students w/disabilities

Full Description:

Increase and expand available career resources and appropriate work opportunities for students with disabilities by partnering with Disability Services, involvement in national organizations, and linking to websites that provide resources for diverse needs.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- II-1: The Education of Leaders
- II-3: Investment in People
- II-4: Enhancement of Diversity and Inclusion

Institutional Priorities:

- CPT-4: Enhance student diversity
- SP-4: Tell UTD's Story Better

Related Measures:

- M. 5: Evaluation of student results report
- M. 6: Student and Employer Evaluation form comments
- M. 7: Report anecdotal records of individual inquiries

Related Actions:

- A. 5: More outreach efforts
- A. 6: Obtain employer feedback on student performance
- A. 7: Re-evaluation of individual student's results

Outcome/Objective 3:

Provide students with a new website

Full Description:

Provide students with a fresh, easier-to-navigate Career Center website.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- II-3: Investment in People

- II-4: Enhancement of Diversity and Inclusion
- III-1: Dynamic Change Management

Institutional Priorities:

- CPT-3: Significantly improve quality of UTD's graduate students
- CPT-5: Increase retention and graduation rates
- SP-4: Tell UTD's Story Better

Related Measures:

- M. 8: Report anecdotal records of website
- M. 9: Evaluation form ratings

Related Actions:

- A. 8: Update website information
- A. 9: Continual website updates

Outcome/Objective 4:

Provide student career development programming

Full Description:

Provide high-quality, effective career development programming for students by reviewing and streamlining career seminars, creating an online request form, establishing an interactive email address, connecting with student organizations, and partnering with faculty.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- II-1: The Education of Leaders
- II-3: Investment in People
- III-1: Dynamic Change Management

Institutional Priorities:

- CPT-3: Significantly improve quality of UTD's graduate students
- CPT-5: Increase retention and graduation rates

Related Measures:

- M. 10: Student evaluation surveys
- M. 11: Feedback directly to staff
- M. 12: Presenter feedback

Related Actions:

- A. 10: Develop a marketing plan directed to student needs
- A. 11: Re-work career development seminars

Outcome/Objective 5:

Enhance employer experiences during Career Expos

Full Description:

Enhance employer experiences during Career Expos in order to improve employer satisfaction through a valet parking plan, employer outreach by the Career Programs Coordinator, and an increase in the number of student volunteers.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management
- [VI-3](#): Business Leadership
- [VI-4](#): Community Outreach

Institutional Priorities:

- [SP-4](#): Tell UTD's Story Better
- [SP-5](#): Improve Annual Giving and Endowment

Related Measures:

- [M. 13](#): Evaluation forms from employers
- [M. 14](#): Review of individual employer feedback
- [M. 15](#): Event evaluation forms from students
- [M. 16](#): Report anecdotal records from student volunteers

Related Actions:

- [A. 12](#): Re-evaluate employer mix and marketing
- [A. 13](#): Re-evaluate parking and volunteers
- [A. 14](#): Continue student volunteer recruitment

MEASURES

Measure 1:

Feedback report from payroll office

Measure Full Description:

Feedback from Payroll Office regarding improved payroll accuracy; timely paychecks to students; payroll issues resolved

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Provide a campus work program for students

Target Level:

Decrease the number of adjustments by 20%; Timely paychecks; Resolution within one month.

Findings:

Errors have decreased by more than 20% as errors are being corrected almost immediately; Sometimes students not in proper pay codes still are not paid.

Target Level Achievement: Partially Met

Further Action Planned? Yes

Measure 2:

Report of anecdotal student feedback

Measure Full Description:

Report of anecdotal student feedback related to timely paychecks to students.

Related Outcome(s)/Objective(s):

- [Obj. 1:](#) Provide a campus work program for students

Target Level:

Timely paychecks for students; 40% of the students report satisfaction with the experience by remaining in the same department for multiple semesters.

Findings:

Met targeted performance goal of 40% student satisfaction. Errors are being corrected quickly; Sometimes students are not paid because they were in the wrong pay code; students who are employed are pleased with their jobs, students not employed still wish for more employment opportunities.

Target Level Achievement: Partially Met

Further Action Planned? Yes

Measure 3:

Department feedback

Measure Full Description:

On-campus departments will be notified of payroll issues; Improving timelines for notifying departments; Paychecks issued to students; Payroll issues resolved

Related Outcome(s)/Objective(s):

- [Obj. 1:](#) Provide a campus work program for students

Target Level:

On-campus departments will be notified of payroll issues within one week of the payroll reconciliation; Timelines for notifying departments will improve to 90%; Timely paychecks issued to students; Payroll issues resolved within one month

Findings:

On-campus departments have been notified of payroll issues within one week of the payroll reconciliation; Timelines for notifying departments improved by more than 90%; Timely paychecks issued to students; Payroll issues were resolved within one month; Errors are being corrected quickly; Students not in proper pay codes were not paid

Target Level Achievement: Partially Met

Further Action Planned? Yes

Measure 4:

Report Work Study regulation compliance

Measure Full Description:

Review the Federal and State Work Study Participation, Fiscal Procedures and Records regulations to be sure the UTD Career Center Student Employment Program is in compliance.

Related Outcome(s)/Objective(s):

- [Obj. 1:](#) Provide a campus work program for students

Target Level:

Compliance with Federal and State Work Study Participation, Fiscal Procedures and Records regulations.

Findings:

After reviewing the regulations, all Federal and State Work Study Participation, Fiscal Procedures and Records regulations are being met.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 5:

Evaluation of student results report

Measure Full Description:

Evaluate the report of each student's results in obtaining employment.

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Expand opportunities for students w/disabilities

Target Level:

At least 50% of those students who have disclosed a disability report successful job placements.

Findings:

At least 50% of disclosing students are securing employment; These same students report that they have been provided with the necessary tools to obtain a job through more individualized career plans; The Disability Services office reports being pleased with the collaborative efforts of the Career Center in assisting students with their job search.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 6:

Student and Employer Evaluation form comments

Measure Full Description:

Student and Employer Evaluation form comments

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Expand opportunities for students w/disabilities

Target Level:

Although difficult to track due to disability self-disclosure, 10% of students and employers report satisfaction of comprehensive services, availability of more resources, appropriate fit placements for students with disabilities.

Findings:

Met the targeted performance level of 10%. Students reported feeling empowered with the necessary tools to obtain a job through more individualized career plans; Students report job offers.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 7:

Report anecdotal records of individual inquiries

Measure Full Description:

Report the anecdotal records of individual inquiries obtained from students, employers, and Disability Services office.

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Expand opportunities for students w/disabilities

Target Level:

Due to disability self-disclosure there would be a non-quantifiable flow of student traffic; For those students who do disclose, at least 75% of the students believe that they have the necessary tools to obtain employment in the future. At least 75% of the employers report that students are adequately prepared for the job search.

Findings:

At least 75% of the students disclosing report that they have the necessary tools to obtain employment in the future; At least 75% of the employers report that students are adequately prepared for job search; Disability Services office reports that it is pleased with the collaborative efforts of the Career Center in assisting students with their job search.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 8:

Report anecdotal records of website

Measure Full Description:

Report anecdotal records of individual comments from students & employers, staff & faculty which were directed to Career Center staff.

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Provide students with a new website

Target Level:

Multiple statements made to Career Center staff that the new site is dynamic, easier to use and has easily accessible information.

Findings:

Resounding praise from students, employers and staff. For example, calls stating that they appreciated being able to locate exactly what they needed on the website; Because the site is continuously updated, it is fresh and keeps students' interest.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 9:

Evaluation form ratings

Measure Full Description:

Evaluation form ratings of the Career Center website.

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Provide students with a new website

Target Level:

90% of users will rate the website as being dynamic and easier to use; Easily accessible information.

Findings:

Met the targeted performance level of 90% positive feedback written in the comments section of various evaluations. Comments included: "Great new site," "I didn't know all this valuable information was so easily accessible," and "Thanks for finally making it so easy to find UTD CareerWorks."

Target Level Achievement: Met

Further Action Planned? Yes

Measure 10:

Student evaluation surveys

Measure Full Description:

Survey on student satisfaction with career development program.

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Provide student career development programming

Target Level:

At least 80% of students pleased with all aspects of the program.

Findings:

Met targeted performance level of 80% student satisfaction. Comments and observations included: students reported a need for shorter sessions to allow them to get to academic classes on time; students were engaged during the presentation; students had sufficient time to ask questions.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 11:

Feedback directly to staff

Measure Full Description:

In-person student feedback to staff

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Provide student career development programming

Target Level:

10% of students will report to staff that they are pleased they could attend seminars and still get to academic classes on time; Students engaged with the presentation; Presenters more energized during the presentation; Students had ample time to ask questions; Condensed presentations did not lose impact

Findings:

Met targeted goal of 10% student satisfaction as reported to staff that they were pleased they could attend seminars and still get to academic classes on time; Students were observed by staff as being more engaged with the presentation; Presenters stated being more energized during the presentation; Students had ample time to ask questions; Condensed presentations did not lose impact

Target Level Achievement: Met

Further Action Planned? Yes

Measure 12:

Presenter feedback

Measure Full Description:

Presenters provide summary information related to the feedback received by them from students

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Provide student career development programming

Target Level:

At least 80% of students are satisfied with seminar format and the information provided, and they report that their overall needs are met.

Findings:

Met targeted level of 80% student satisfaction with seminar format and the information provided, and they also reported that their overall needs were met.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 13:

Evaluation forms from employers

Measure Full Description:

Employers report their overall experience on the evaluation forms.

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Enhance employer experiences during Career Expos

Target Level:

80% of employers reported a positive overall experience.

Findings:

Met targeted performance level of 80% employer satisfaction; No written complaints about campus parking; Smooth operation unloading and loading; Employers acknowledged that student volunteers were available.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 14:

Review of individual employer feedback

Measure Full Description:

Review of employer conversations with Career Center staff.

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Enhance employer experiences during Career Expos

Target Level:

75% of employers will report a positive overall experience.

Findings:

Exceeded targeted goal of 75% employer satisfaction. In speaking to Career

Center staff, employers expressed appreciation for student volunteer assistance; Employers stated to Career Center staff that they were pleased with the valet parking.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 15:

Event evaluation forms from students

Measure Full Description:

Event evaluation forms for students to complete about their experience after each event.

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Enhance employer experiences during Career Expos

Target Level:

90% of students report that the Career Expo is a valuable event for them to attend

Findings:

Met the targeted goal that 90% of the students stated the Career Expo is a valuable event because of the variety of employers in attendance.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 16:

Report anecdotal records from student volunteers

Measure Full Description:

Student volunteers report feedback to staff

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Enhance employer experiences during Career Expos

Target Level:

90% of students report that the volunteer experience is valuable for networking.

Findings:

Over 90% of the students reported that volunteering was valuable because it provided an opportunity to interact with employers on an individual basis.

Target Level Achievement: Met

Further Action Planned? Yes

ACTIONS

Action 1:

Efficient year-end reporting

Full Description

Smoother year-end reporting; Review paperwork processing; Identify and correct discrepancies; Re-evaluate pay code and the paperwork process for hiring.

Related Objectives:

- [Obj. 1](#): Provide a campus work program for students

Related Measures:

- [M. 1](#): Feedback report from payroll office

Person/group responsible for the action

Student Employment Coordinator

Target date to implement the action

September 2005

Priority

Med

Action 2:

Identify and correct discrepancies

Full Description

Identify and correct discrepancies related to students being paid in a timely manner.

Related Objectives:

- [Obj. 1](#): Provide a campus work program for students

Related Measures:

- [M. 2](#): Report of anecdotal student feedback

Person/group responsible for the action	Student Employment Coordinator, Payroll Office, Financial Aid Coordinator
Target date to implement the action	August 2005
Priority	Med

Action 3:

Paperwork processing

Full Description

Review paperwork processing; Identify and correct discrepancies; Determine new job class code for Work-Study position and new signature route to include Career Center on front end; encourage more departments to hire student workers.

Related Objectives:

- [Obj. 1:](#) Provide a campus work program for students

Related Measures:

- [M. 3:](#) Department feedback

Person/group responsible for the action	Student Employment Coordinator, Human Resources Coordinator, Budget Analyst
Target date to implement the action	June 2006
Priority	High

Action 4:

Review regulations

Full Description

Keep up-to-date on Federal and State Work-study regulations; Make sure departments are adhering to regulations.

Related Objectives:

- [Obj. 1:](#) Provide a campus work program for students

Related Measures:

- [M. 4:](#) Report Work Study regulation compliance

Person/group responsible for the action Student Employment Coordinator

Target date to implement the action August 2005

Priority Low

Action 5:

More outreach efforts

Full Description

Career Center staff to work remotely in the Disability Services office; Re-evaluation of resources available to students.

Related Objectives:

- [Obj. 2:](#) Expand opportunities for students w/disabilities

Related Measures:

- [M. 6:](#) Student and Employer Evaluation form comments

Person/group responsible for the action Associate Director

Target date to implement the action August 2005

Priority Low

Additional resources

Room availability in the Disability Services Office

Action 6:

Obtain employer feedback on student performance

Full Description

Disability Services office requests that the Career Center obtain employer feedback on students' job performance.

Related Objectives:

- [Obj. 2:](#) Expand opportunities for students w/disabilities

Person/group responsible for the action Associate Director Employer Relations, Internship Coordinator

Target date to implement the action September 2005

Priority Low

Action 7:

Re-evaluation of individual student's results

Full Description

Re-evaluation of individual student's results to determine if the Career Center is meeting the needs of disability students in relation to available resources and employment opportunities.

Related Objectives:

- [Obj. 2](#): Expand opportunities for students w/disabilities

Related Measures:

- [M. 7](#): Report anecdotal records of individual inquiries

Person/group responsible for the action Associate Director, Internship Coordinator

Target date to implement the action May 2006

Priority Low

Action 8:

Update website information

Full Description

Continue to update website information based on verbal recommendations from students, employers, staff and faculty.

Related Objectives:

- [Obj. 3](#): Provide students with a new website

Related Measures:

- [M. 8](#): Report anecdotal records of website

Person/group responsible for the action Career Center Director, Associate Director
Internal Operations and Technology
Coordinator, Staff

Target date to implement the action December 2005

Priority Low

Action 9:

Continual website updates

Full Description

Continue to update website information based on written recommendations from students, employers, staff and faculty.

Related Objectives:

- [Obj. 3](#): Provide students with a new website

Related Measures:

- [M. 9](#): Evaluation form ratings

Person/group responsible for the action Director, Associate Director Internal Operation and Technology Coordinator

Target date to implement the action January 2006

Priority Low

Action 10:

Develop a marketing plan directed to student needs

Full Description

Determine the student needs; Develop a marketing plan for seminars based on the students` needs.

Related Objectives:

- [Obj. 4](#): Provide student career development programming

Related Measures:

- [M. 11](#): Feedback directly to staff

Person/group responsible for the action Associate Director, Career Counselors

Target date to implement the action August 2006

Priority	Med
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Action 11:

Re-work career development seminars

Full Description

Re-work seminar information to accommodate shorter sessions so that student`s academic needs are being met; Develop a marketing plan for seminars.

Related Objectives:

- [Obj. 4](#): Provide student career development programming

Related Measures:

- [M. 10](#): Student evaluation surveys
- [M. 12](#): Presenter feedback

Person/group responsible for the action

Associate Director Career Development,
Career Counselors

Target date to implement the action

December 2005

Priority	Med
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Action 12:

Re-evaluate employer mix and marketing

Full Description

Continue to recruit a variety of employers to attend Career Expos; Evaluate marketing efforts.

Related Objectives:

- [Obj. 5](#): Enhance employer experiences during Career Expos

Related Measures:

- [M. 15](#): Event evaluation forms from students

Person/group responsible for the action

Associate Directors Employer Relations and
Internal Operations and Career Programs
Coordinator

Target date to implement the action

After each Career Expo

Priority Med

Action 13:

Re-evaluate parking and volunteers

Full Description

Re-evaluate valet parking and the parking process; determine other parking alternatives; continue to recruit student volunteers to assist with the events; Set a specific volunteer schedule for the volunteers to ensure a steady volume of help throughout the day.

Related Objectives:

- [Obj. 5](#): Enhance employer experiences during Career Expos

Related Measures:

- [M. 13](#): Evaluation forms from employers
- [M. 14](#): Review of individual employer feedback

Person/group responsible for the action

Director, Associate Director Internal Operations and Career Programs Coordinator

Target date to implement the action

After each Career Expo

Priority Med

Action 14:

Continue student volunteer recruitment

Full Description

Recruit additional student volunteers to assist with future Career Expos to ensure volunteers are scheduled throughout the day.

Related Objectives:

- [Obj. 5](#): Enhance employer experiences during Career Expos

Related Measures:

- [M. 16](#): Report anecdotal records from student volunteers

Person/group responsible for the action

Career Programs Coordinator and Career Counselors

Target date to implement the action

After each Career Expo

ANALYSIS

Strength

The Career Center maintained a standard of excellence this year while also growing, rebuilding, and restructuring internally. The Career Center increased contact with its two main constituencies: students and employers, which led to an increase in 1) the number of employer contacts in the UTD CareerWorks database; 2) the number of employment opportunities posted; 3) the number of student employment registrations; 4) the number of appointments and consultations with students. The student employment process was significantly modified to assist in the reconciling process. The implementation of valet parking for the Career Expo proved to be a positive experience for employers and in turn for the students they met. The development of the new website created an easy to use informational resource for students and employers.

Attention Needed

An increase in the number of career decision course sessions offered, coupled with increases in student appointments/consultations, continues to stretch staff resources. The Associate Director Employer Relations position has been restructured to allow maximum time for networking with employers. A new Assistant Director Internship Program will be established. The Student Employment Coordinator will continue to monitor the HR paperwork and payroll processing to ensure accurate account reconciliations. As a 'living' source of information, the website must continually be reviewed and updated.

ANNUAL REPORT

Executive Summary

The UTD Career Center maintained a high standard of excellence while experiencing growth throughout all provided services. The Career Center staff's involvement in activities around campus led to an increased level of activity in the Career Center. These activities included: classroom and student organization presentations, career counseling, mock interviews, internship appointments, career seminars, career decision-making and internship/co-op courses, the resume editor and the development of a new website created an easy-to-use informational resource for all constituents. Reaching out and promoting UTD to employers led to an increase in the number of employer contacts and employment opportunities. A positive economic shift has prompted many employers to increase their recruiting efforts with universities. UTD has benefited from this shift, as employers are once again recruiting through career expos and on-campus interviewing. Organizations unable to attend these events could still utilize the Career Center's online recruiting system, UTD CareerWorks, for job postings and resume books. The accomplishments of the Career Center are a direct result of the determination of the staff to provide high quality service to all our constituents.

Contributions to the Institution

During FY2006, the Career Center experienced growth throughout all provided services. Employer contacts increased by 28.7%, which, in turn, lead to an increase in employment opportunities of 28.1%, an increase in career event activity of 22.1%, and a 40.0% increase in the number of employers recruiting on-campus. There was a 25.1% increase in off-campus employment opportunities as a direct result of employer outreach by the Student Employment Coordinator. The additional opportunities helped support a 57.3% increase in the number of student employment registrations. As the Career Center staff became more involved in activities around campus the Career Center activity also increased. There was a 6.7% increase in the total number of counseling and internship appointments and a 33.1% increase in the number of resume critiques conducted by the Resume Editor. Due to student demand for more career decision course offerings, there was a 27% increase in the number of credit career decision-making and internship/co-op courses taught through the various schools. This resulted in a 24.1% increase in student registration for a total of 222 Semester Credit Hours (SCH) for FY06. The accomplishment of the initiatives was a direct result of the determination of the Career Center staff to provide high quality service to all our constituents.

Highlights

- Continued to broaden and solidify employer partnerships (Texas Instruments, Target, Hershey's, Deloitte & Touche, Lennox, Raytheon, U.S Department of State, North Central Texas Council of Governments, Alliance Data, and Perot Systems, et al.)
- Expanded employer outreach through participation in both meetings-at-large and committee or project participation in local, regional, and national organizations (Dallas HR, Richardson Chamber of Commerce, HRSouthwest, COSD, Dallas Advisory Committee on Disabilities)
- Streamlined reconciliation process for the Student Employment Program resulting in more effective payroll processing and departmental fund notification
- Expanded work-study program to include more off-campus community non-profits
- The successful addition of the School of Behavioral and Brain Sciences cooperative education course led to the implementation of cooperative education fieldwork classes in all of their majors for the Career Center to teach in FY07
- Developed and successfully launched a new Career Center website with the assistance of UTD Web Services
- Established a direct link to the Career Center from UTD's home page
- Enhanced marketing efforts for all career programs by adding to the UTD Comet Calendar
- Increased accessibility to mock interviews by replacing the single video camera with five web cams for each individual capable of conducting the mock interview
- Improved career guidance program accessibility by replacing the desktop versions of Choices and SIGI Plus with their online versions, eChoices and SIGI3
- Supplemented the Vocational Biographies hardcopy publications with the online version
- Continued partnership with the Pre-Health organization
- Continued participation in the CHAMPS program, which permitted the athletes to attend seminars or events and receive credit
- Successfully implemented valet parking at the Career Expo which lead to employer satisfaction
- Added two new seminars: Selecting Graduate and Professional Schools and Effective Communication Strategies for Women in the Workplace
- Student Organization Presentations – SWE Mock Interview and Resume Critique Program, NSHMBA, MBA Cohorts, Alpha Phi Omega, Delta Theta Sigma, MPA Programs, OTM Career Overviews, Student Organization Leaders, et al.
- Staff realignment to better support programs: Career Programs Coordinator

increased attendance, both employer and student, at all career events; Recruiting Coordinator focused primarily on on-campus recruiting • Maintained memberships with and participated in conferences of professional associations (NACE, SWACE, CEIA, TxCEIA, COSD, MAC3, NCDA, ACA, TCA, NSEA, SASEA) • Several staff members have been recognized for their accomplishments: Darlene Coppage, CARE Award winner; Kathy Meyer, Staff Council; Nancy Lozano, SASEA Board member and President Elect; Janie Shipman, Galerstein Women's Center Spirit of Women Award 'Unsung Shero2006'; Donna Srader, selected as an exemplary student for the Accredited Certification Training Program

Teaching Activities

The demand for class/group presentations almost doubled over last year with a 94.4% increase. This demand helped the Career Center reach out to approximately 8500 students, which is an increase of more than 56.5% over the prior year. Seminar attendance increased by 50.1% over the past year, even though there was a 5% reduction in the number of seminars presented. Part of this increase is attributed to shortening the time of the seminars to better meet the needs of the students. Students are able to attend the seminars without missing any part of a scheduled class. The staff also created new seminars in response to student requests, while also revising existing ones to keep them current. There has also been a steady increase in the number of students registering in credit career decision-making and internship/co-op classes since the Associate Director Career Development in the Career Center began offering them through the various schools in 2002. There was a 27% increase in the number of career courses offered over the prior year representing a 24.1% increase in the number of students enrolled in all of these classes. The Career Center has direct responsibility for classes offered in Arts & Humanities, Brain & Behavioral Sciences, General Studies, Management, & Economic, Political and Policy Sciences. The Career Center does not teach specific classes at this time in either Engineering & Computer Science or Natural Science & Mathematics; however, the majority of the students who register for BIS 4310 Co-op Education in General Studies are students from those respective schools.

Research and Scholarly Activities

No activity to report.

Public/Community Service

The Student Employment Program showed a substantial increase, with the number of students seeking part-time employment up 57.3%. Off-campus opportunities increased by 25.1%, with outreach focused primarily on opportunities that could be used to fill the Federal Work Study Community Service commitment of 7%.

International Activities

No activity to report.

Challenges

Opportunities for students must continue to be broadened, therefore the Career Center plans to continue building stronger partnerships with employers, both on- and off-campus. As the economy shifts, an increase in number and variety of on-

campus interviews, and the addition of more meaningful internship opportunities will enhance student experiences across all majors. The Career Center strives for continued improvement in the reconciliation and department notification process for campus work programs, and in maintaining high-quality, effective career development programming.