

Goal: #4 – Improve Student Career Preparation

Date: 11/29/2012

Prepared By: Dawna Perez, Chuck Phair, Ashley Bragger



Strategic Goal Progress Summary- Fall 2012

Progress Report Key

	Completed
	Progressing as Expected
	Progressing with Challenges
	No Report Yet

Goal Initiative	Brief Description	Comments	Status
Review and analysis of current career preparation services in place at NECC	Collection of pertinent operational/strategic plan elements from all divisions of college, plus other ongoing career prep activities across the college	Merrimack College Fellow, Ashley Bragger, utilized the NECC website, phone contact and face-to-face conversations to determine our current implementation of career preparation activities across the college. It was determined that there was a disconnect on several occasions between what our website said we offer and what we actually offer. Departments should review and update services listed on our website.	
Develop Career Prep “map”	Living document showing current/proposed career preparation activities, and back-up information as to what, where, who and how.	Document is posted on Strategic Planning webpage under Goal 4 documents. A visual map depicts where in the college career prep activities take place, and a substantial spreadsheet behind the map lists every unit and department, contact person, contact information and comments on each of the career prep activities. This information shows a need for coordination of career prep efforts and a more efficient and accessible way for students to know how to receive it.	

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<p>Interview key Advisory Board members to gain employer perspectives on what prospective employees need in terms of career readiness.</p>	<p>Ashley interviewed 9 Advisory Board members representing different industries with questions developed by Team.</p>	<p>Interviews are complete and Dawna and Ashley will be working on coding them on 11/21 and pulling important trends and information from the data. These trends and interview highlights will be posted to the Strategic Plan website. The interviews documented some very important and relevant information from local employers that will be very important to our team as we begin to structure suggestions for how the college can better prepare its students for their careers. Additionally, it was an excellent way to connect with our advisory board members and to find out an appropriate level of commitment they are willing to provide to help us in this effort. Furthermore, it is crucial to involve employers in this conversation so that we can optimize how the college is preparing our students for their careers and what employers expect students to have as baseline skills.</p>	
<p>Best Practice research to help understand what other schools and institutions are doing to prepare their students for their careers</p>	<p>A subgroup of the team will be attending a luncheon discussion with the superintendent at Whittier Vocational; Deborah Regan and Ashley Bragger are researching best practices in terms of MA colleges, particularly focusing on website design.</p>	<p>December 6th the team has coordinated to meet with Whittier to ask pointed questions about how the school prepares its students for their careers. The group hopes to gather any additional information about best practices. In conjunction with developing a central website for career services at the college, Deborah and Ashley will look at the websites and practices of other MA community colleges, state schools, and private institutions in order to gain recommendations to our website development team. Our goal is to make the website as user friendly and as relevant as possible.</p>	
<p>Career Services Website</p>	<p>Our team hopes to build off of and enhance the NECC career services website based on best practices. The team recommends</p>	<p>The team is working in conjunction with Sue Grolnic. The goal is to either help design the interactive social media site developed by ning via Sandbox funds or to maintain a central webpage on the NECC site that links to the interactive ‘web hosted’ account-driven site.</p>	

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	there be a central place on the NECC website for students to access career preparation information, quick links, job resources, career interests by major, and workshop information.		
National Career Readiness Certificate	Development of a business plan which addresses the logistics of how this credential would work at NECC	In her research, Ashley has found information regarding the National Career Readiness Certificate (NCRC) and its potential to help ensure that our students are career-ready certified. Bunker Hill Community College and Middlesex Community College are already test centers for this credential. The basic level test certifies students' career readiness in areas of literacy, reading comprehension, and math. In addition, there is NCRC Plus which certifies students' career readiness in terms of the behavioral skills such as collaboration and teamwork, work ethic, etc. Ashley has been in contact with the company Workkeys, and will begin to develop a business plan as a proposed recommendation for NECC to implement. It is hoped that the suggested business plan can be proposed to Bill and Lane for their thoughts in January. We then hope to present the idea during the OAB meeting in February to see if the certificate will be useful to employers.	
Meet with directors of internship and co-op programs; review literature; review college and university websites	Sue met with directors at NU, Merrimack College, UMASS Lowell, and UNH to discuss how they handled internships and co-ops	We are ready to talk with faculty about the details of what support the Center (see below) would supply to enable them to have effective internships and co-ops.	

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<p>Research interactive social website providers and find one we can use as the cornerstone for the proposed Center for Community-Based Learning which will encompass career prep activities such as internships, co-ops, mentoring, shadowing, etc</p>	<p>Sue looked at a variety of site-development companies. She contacted CUNY where they use a company called ning for the terrific site that supports their Virtual Entrepreneurship program. Based on their recommendations, she began working with ning.</p>	<p>The new site will be running and ready for initial populating in the spring semester. The Sandbox has given us \$7000 to have the site developed and to cover the cost of the site through the '13-'14 academic year.</p> <p>The site will support career development through spaces for potential mentors, students seeking internships, best practices for faculty, etc. The committee will contribute to the actual design and allocation of spaces on the site.</p>	
<p>Design a Center for Community-Based Learning</p>	<p>Sue spoke with Center directors and others across the country to learn what factors make centers successful.</p>	<p>Based on input from NECC faculty and staff, along with that from Center directors across the country, we now have a potential model. The actual design, staffing patterns, location, etc., will be determined with input from the committee and others.</p>	
<p>Meet with the director of the Coca Cola Seacoast distributing company.</p>	<p>Sue met to discuss spring internships and how to best develop a partnership between the company and the college.</p>	<p>This is the first of many meeting with local business and industry representatives. We need to establish real partnerships if we are to get the full benefit of their business of industry needs – and they are to get the full benefit of our capacity to help students learn the information and skills they need to be successfully employed.</p>	