Oregon Tech Student Affairs

Mission Statement

The Student Affairs Division affirms the University's mission through opportunities for access, holistic development, and success. Student Affairs departments collaborate with students, faculty, staff, and external communities to support students' persistence to graduation and professional success beyond graduation.

Strategic Goals

In pursuit of our mission and core values, we have established four key strategic goals to focus our priorities. These goals will positively impact the University's overarching goal of increasing retention and graduation rates. Therefore, the Division of Student Affairs will:

1. Provide and promote an exceptional experience for every student from their initial contact through graduation and then as an alumnus.
2. Serve as a model of diversity, equity, inclusion, and collaboration in everything we do as a division and as departments.
3. Prioritize effectiveness and efficiency.
4. Assess and advocate for adequate physical space, facilities and equipment that ensure safe and productive environments that improve student success and performance.

CAREER SERVICES

Lead a university-wide culture of career advising and professional mentorship to empower students and alumni to reach their unique career goals.

- Embrace differences.
- Empower growth.
- Inspire confidence.
- Foster connections.
- Celebrate wins.

Department Goal/Objective	Timeline	Action Plan	Outcome Measure	Result		
1.1 Maintain 1:1 career advising by CS.	*EOY Report*	• Utilize SteppingBlocks, YouScience, HS resources for career exploration in individual appointments (Sarah) • Resume Review Marathon, April 15 (16 students) and May 27 (5 students) • Add Appointment option in HS to breakdown by campus.	Handshake 1:1 appointments (in-person or virtual) with a Career Counselor Marathon attendance 21 total students in addition to 400 individual appointments.		*Goal*	*Actual*
				PM	125	
				KF	275	
					400	
1.2 Market online career development course Spring term 2022 + Job Search Boot Camp opportunities quarterly or 3x/year.	*Winter/Spring 2022 (course)* *Boot Camp (ongoing)*	• Sarah develop in-person/online course (Spring 2022) – Explore collaboration with TOP given success of SP21 course. If not Sarah can do independent. • Sarah teach (online/in-person hybrid to include online/PM students) course (WI 2022) • CS team – schedule Spring and Summer Boot Camp and/or Virtual Career Fair Boot Camp (Sarah). • CS team – share Boot Camp facilitation/leadership as needed	# students registered in course(s)/Boot Camp. Learning Assessment for Book Camp program		*Student Goal*	*Actual*
				June 2021	12	*12 registered 6 completed*
				Winter 2022	12	*registered completed*
				Spring 2022	12	*registered completed*
1.3 Collaborate with the Office of Advising & Retention on outreach/services to 1st year students; empower advisors to utilize career development resources (4-year plan).		• Continue to build staff relationships Office of Advising & Retention. • Clear goals for the workshops and target advertising to 1st year students. • Continue targeting pre-MIT students with "back-up plans" etc. (Michael & Sarah)	3 collaborative programs/workshops for students • Learning outcomes • Attendance • Staff post event debrief		*Student #*	*Avg. score*
				Feb. – Career Exploration		.

		• Market Exploration Workshop as part of Career Week 2022. Future collaborations could include "Majors Fair" for 1st year students, or "general studies/undecided" majors. Early Winter or Spring- Large event with departments/majors at tables. Also invite local prospective students. • CS as possible guest speaker option for Pre-Orientation. • Anna - Create a 4-year plan graphic (timeline) using Jennifer's 4-year career dev. Plan. Work with Academic Advising & Retention (marketing the resource & creating the graphic.) Make a large version of the graphic to put up on the wall.				
1.4 Develop a pre-health career counseling initiative with faculty partners – how can we be proactive in assisting students applying for health programs?		• Continue a pathway for faculty and Office Adv/Retention CS referrals for pre-MIT outreach. Include CS information/referral within student notification letter. • Continue panel mock interview program – expand to 2 days and open up to more students + partner with Lynde to recruit employer interviewers. • Ongoing work to develop CS/Allied Health collaboration	Spring panel mock interview program for Pre-MIT TOP students in anticipation of program interviews (Sarah)			
1.5 Target 1st year courses in ENG 101 and A&P to introduce CS to students.	*All Terms*	• Use Career Ambassadors (student workers) to visit/present 10-minute intro in strategic courses – partner with Peer Consulting – SARAH	• Faculty feedback • Calendar of appts – get the # of presentations.	1st year courses/ other courses	# of appts/cou rse visits	total
				FA		
				WI		
				SP		

		• Utilize Lynde at PM to provide connection/further reach. • Expand reach into courses WI and SP – build on relationships from FA. •	• Goal of 35 appointments generated per year.	SU		
1.6 Start a Career Ambassador student employment program.	*Sept.*	• Start with 1 student worker as an office aide. (Sarah) • Train student office aide toward the Career Ambassador role.	• The position description is ready to go for future use.		X	
1.7 Engage faculty advisors through new advising training.	*FA*	• Review/adapt classroom presentation for Applied Psychology (Sarah) to be targeted for that specific audiences. (completed for Nursing as well) • MLS August Career Fair + resume workshop (Sarah -adapt workshop for Aug 22) • Software resume-specific materials, classroom presentations, + technical interview coaching by employers (Lynde)	LMS Career Fair Results			
1.8 Market Career Services through social media platforms and the app.		• App post tips leading up to each Career Week (Anna) • Celebrate graduate success on the app - example – series of 6 posts in the Spring (Anna) • Website Updates • collaboration with Ashley, SIB, alumni/Becki on social media (Anna)	Track social media analytics – all Career Weeks (Anna) Meet with Ashley about social media presence tips.	Winter Career Week CS Team Eval.		

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2.1 Expand HS and YouScience knowledge/exposure/limited access to Advising and Retention , Involvement & Belonging (Wakaya), Int'l/Veteran Student Services (Iona), and SCC (Shaundrea) **New Faculty Advisor Training – broader faculty training…**	Fall 2021	• YouScience Training for Academic Advisors. • Focus with TOP (get the kinks out) and Academic Advising & Retention (Sarah) • HS – posting jobs/what students see– raise awareness of HS as a resource (Anna). • Add link to campus job posting confirmation email so they can see the posting in HS and forward to interested students	HS and SB user data, appointment data Training outcomes/evaluations YouScience (Sarah) HS (Lynde)	.
2.2 Create talking points for informal "infiltration" – start the conversation in 2020. **Provide quarterly PD (Staff) workshop opportunities to address Career Readiness information in 2021.**	FA ongoing	• Write consistent talking points (New Director) • Use talking points in a variety of settings (all) • Student employment conversation • Look at ESLO faculty committee structure that align with career readiness/competencies (New Director)	Feedback from colleagues	
2.3 Include salary negotiation within financial literacy programming repertoire (OWLS Worth).	Ongoing	• Talk to Holly – possible partnership with Sharon B. (Sarah) • Work with Harmony / Sarah H-W on this.	Workshop outcome data	
2.4 Establish a student employment working group with a career readiness focus. **Inspire student employment supervisors to be developmental/reinforce career readiness skills.**	Ongoing	• The CS APA will pick up this project with technical assistance from Josie Hudspeth. (Anna reach out to Josie) • Incremental progress/goals set as technical aspects become more known (assigned to whom?). • Meeting notes saved in Teams CS files in Student Employment	Feedback from the group	

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		folder– Student Employment Project 2020-2021" sub-folder. • Updating Student Employment Manual • Possible New Student Employment Orientation			
2.5 Provide an Etiquette Dinner-like opportunity.	Winter In-person in 2022!!!!	• In-person event at Running Y, January 2022. • Possible Parallel event virtually for PM hosted by Jason (or other professional hosts. (w/ Becki's alum connection support. • Evaluate Budget (Sarah)	• Attendance – Target 100 students registered/ 75 complete. • Target 14 table hosts • Assessment/Feedback from Participants.		
Department Goal/Objective	*Timeline*	*Action Plan*	• *Outcome Measure*	*Result*	
3.1 Ensure all CS-related programs, workshops, events think through DEI in planning, implementation, and evaluation.	*FA ongoing*	Create a checklist for every event, workshop (NACE DEI checklist) - (Lynde, Anna) - *incomplete* • Inclusive examples/vignettes • ADA compliance/accessibility • Eliminating slangs and idioms	• Utilizing the checklist as we plan Fairs + events		
3.2 "Diversity Question" workshop collaboration between New Employee and Sarah.	*Fall, Winter*	• Get it on the calendar for Winter Term (Sarah) • Consider adding to Fall Career Week (Sarah and possible collaboration with SIB)	• Workshop assessment		
3.3 Provide specific CS opportunities for: ☐ **International students** ☐ **Veterans** ☐ **Neuro-diverse students** Tricky in terms of identifying who to invite/offering so students are comfortable attending. Professional development for CS staff so there's expanding awareness for how to support students well. Put it into practice with 1:1, classroom presentations, etc. – UNIVERSAL DESIGN aspect to presentations (invite Dina to talk to CS?).	*SU mtg with Iona*	• Update website (Iona, Lynde, Kim as back-up) • Update Canvas course with Int'l student-specific information (Sarah) • Survey employer partners about hiring int'l students (Lynde) – incomplete • Ask Iona/Jay to include a question on the ISS and VSS student surveys.	• Attendance numbers • No way to track user data within the Canvas course (too many enrolled to pull data, a Canvas limitation)	*Event (# of participants)*	

	Event (# of participants)
Vet	-
Int'l	
N.D.	X
TOP	

☐ **TOP program**		• Ask TOP to provide student feedback and/or develop • Professional development for CS staff so there's expanding awareness for how to support students well. Put it into practice with 1:1, classroom presentations, etc. – UNIVERSAL DESIGN aspect to presentations (invite Dina to talk to CS?).				
3.4 Ongoing DEI professional development for us **Join list servs that highlight diverse groups**	*ongoing*	PM SS Meetings (Tanya) Individual reading (all) Conference attendance (all)	• Ongoing team conversations throughout the year – a work in progress.			
3.5 Provide specific career development opportunities for diverse student groups. **Career Fair by sub-groups**	*2021*	1. Early access to career fairs (Lynde). 2. Networking events with alumni for int'l students, veterans, Native students (Lynde and Becky- Sarah/Anna as support) 3. Networking events in local area with diverse representation. (Lynde and Becky- Sarah/Anna as support) 4. Look for collaborative opportunities through Wakaya/student leaders – use what's already happening/programming calendar (All) 5. Look for ways to involve DEI employer champions in workshops, events, program – DEI panel (Lynde). 6. Continue Diversity workshop? 7. Continue Pre-MIT mock interview.	Attendance Event feedback CS focused on #4 and #5 with shared SIB and TOP events. No action on 1, 2, 3 this year. Progress on #4 and #5. In advertising the Career Fair to students, employers with DEI organization statements were identified/links included to DEI statements.		*Event*	#
				SIB Pride Week (Oct)	Pride at Work	
				SIB BHM (Feb)	BIPOC at Work Winter Career Week Student Feedback; Winter Career Week CS Team Eval.	
				TOP	WI Retreat SP course Pre-MIT mock interview program	

				SIB	Answering the Diversity Question [Winter Career Week Student Feedback](#); [Winter Career Week CS Team Eval.](#)	
3.6 Designate/recognize employers with actionable diversity statements – identify/showcase employers who hire diverse students.	*SU/FA*	• Continue DEI statement links in advertising (Lynde). • Explore shared, state-level resource for CS regarding DEI programs (Lynde).	See 3.5 In advertising the Career Fair to students, employers with DEI organization statements were identified/links included to DEI statements.	See 3.5		
3.7 Provide DEI training for employers participating in Career Fairs.	*WI fairs*	• Implement HS training/document for employers. *Share "chunks" with employers as relevant to our students (Lynde). • Create tool for employers that highlight DEI components/expectations. "Welcome to Oregon Tech" and introduce our collective values with employers --- (lynde with support from Anna)	Networking progress with other institutions, but no module/training created (yet).	X		
Department Goal/Objective	*Timeline*	*Action Plan*	• *Outcome Measure*	*Result*		
4.1 Market internship opportunities through HS. **MECOP push for 1st/2nd year engineer majors.** **CCOP for 1st/2nd year civil students.** **OMIC internship program.**	FA	• Continue MECOP/CECOP outreach. • Clarify/advertise/market OMIC internship opportunities (Lynde). • Continue pinning key internships/experiences (Anna) • Create pathways to promote on social media (e.g., CS Instagram,	✓ # of student applicants for MECOP, CCOP, OMIC, OREC, HS internship postings ✓ Feedback from Brian M. et al. ✓ App channel usage	*Winter Career Fair* [Winter Career Week Student Feedback](#); [Winter Career Week CS Team Eval.](#)		

Department Goal/Objective	Timeline	Action Plan	• Outcome Measure	Result			
(MECOP, CECOP, OMIC, OREC lead to great employer connections.)		LinkedIn, app channel, clubs, Discord)- potential student employment job (Lynde). • track whether pinning yields greater student applicants (Anna to explore report features in HS).					
4.2 Work with Strategic Plan "Champion" for this Pillar to identify/create an internship tracking process.		• Postpone to later date		X			
4.3 Assess experiential learning and internship opportunities by major – in order to communicate accurately with employers, coach resumes, coach interview prep.		• Find out AA tracking system/awareness of externship or internship or practicum by major – understand scope of individualize projects for each major (e.g. CSET, Civil). • "Road Show" to meet with faculty – create talking points + glean information about students' projects/experiential learning (e.g. untapped potential of campus resources – solar field, geothermal). (Jolyn to organize)	• Postpone to later date	X			
4.4 Explore student employment as an experiential learning venue (e.g. solar field, geothermal, solar panel building).	*Ongoing* *Spring*	• Find what's already happening + keep connected to the St Employment Conversation (Jolyn) • Help students identify career readiness connection to student employment (Sarah) • Compile well written PDs to identify champions (Anna)	•	Student Employment Project 2020-2021			
Department Goal/Objective	***Timeline***	***Action Plan***	• ***Outcome Measure***	***Result***			
5.1 Expand Career Fairs. Department-specific Career Fairs.	Fall	FALL Targets: (Lynde) 120 employers/580 students • Engineering–60 employers, 290 students		*Employers Goal/Actual*		*Students Goal and reg/checked in*	
			Engineering, fall virtual	60		290	

		• Business–30 employers, 100 students • Health–20 employers, 140 students • Dental–10 employers, TBD • MLS Winter Targets: • Engineering & Technology Fair 32 employers registered, 28 attended; 157 students registered, 100 attended. [did not set target #s for Winter Fair]	Business, Govt, NP fall virtual — 30 — 100 Health, fall — 20 — 140 Dental, fall — 10 — ? Eng & Tech, winter in person — X — x MLS, summer virtual survey Fall Career Fair Team Debrief Notes Winter Career Week Student Feedback Winter Career Week CS Team Eval. **On campus Student employment: Departments: Goal 10 actual 9. Students Goal: 50 actual 190!**	
6.1 CS will involve employer partners in programs (e.g., mock interview day, resume reviews). **"get feedback from industry professionals"**	Ongoing *target Winter & Spring	• Partner with Becky – utilize alumni industry folks + recruiters + faculty (All) • 2 opportunities/pushes for the year (e.g. Spring Mock Interview Day, Etiquette Dinner?). • Create a list of our largest hiring partners and get list to Foundation and Alumni	• Participation #s	
7.1 Increase collaboration with Becky, Alumni Relations.	*FA ongoing*	• Share info about alum who attend fairs, make appts, etc. - share information • How could we "track" alum engagement beyond $$ giving • C. Fair alum attendees – Lynde will pass list to Becky – invite alum to a virtual thank you event (coffee hour?)	• A concrete strategy/plan.	X

Detailed sub-grid (employer / student targets):

	Goal (employers)		Goal (students)	
Business, Govt, NP fall virtual	30		100	
Health, fall	20		140	
Dental, fall	10		?	
Eng & Tech, winter in person	X		x	
MLS, summer virtual				

7.2 Industry luncheons with alumni (e.g., Intel, HP, Renown – Reno, ODOT, JELD-WEN, Boeing – FREE LUNCH + connection time)	*after COVID19*	- Re-engage with a virtual luncheon for places visited in the past - Create a master calendar of employer relations/alumni for 21-22 (Lynde). - developing a concrete plan of shared priorities will benefit both CS & Alumni (Lynde).		X