

2024 Non-Instructional Program Review

Reviewing 2022/23 Academic Year



Program/Department: Career Services

Completed by Nicole Bergner

1. Please provide your position and department:

Counselor, Student Services

2. Please identify the non-instructional program you are reviewing.

Career Services

3. Describe how your department supports the vision, mission, and beliefs of Lake Tahoe Community College.

Career Services supports the vision, mission, and beliefs of LTCC by considering students' career goals through the lens of our community (and beyond) and their own diverse worldviews. Many people want to come to Lake Tahoe to live, but employment opportunities may be limited or not provide enough compensation to cover all basic needs. When students are armed with knowledge about themselves (interests, values, temperament, skills) and the world of work, they can make more informed decisions about their education and goals. An education from LTCC not only helps students to develop the knowledge they need to succeed but also increases earning potential, which directly affects quality of life.

4. Do you have a **supervisor approved** alternative for this Annual Program Review? If so, please be prepared to upload the approved alternative, as a PDF, in the next prompt.

No.

5. What are the major strengths of your department?

Major strengths of the department include:

- The availability of a Career Services website which includes a comprehensive resource list and video interviews that explore community members' career pathways
- The hosting of career events that feature local employees/employers and connect to metamajors
- The option to enroll in a self-paced online career exploration course offered on Canvas
- The option for students to have one-on-one review/development of resumes and mock interviews to prepare for entry into/movement within the workforce

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6. In what ways could your department improve to better meet the needs of the College and support student success?

Ways Career Services could improve include:

- Having a dedicated and obvious space for career-related resources and supports that students could access during set hours. Students could drop-in to get assistance with resumes, practice interviewing, etc.
- Services are generally limited because of limited human resources/time

7. What are the biggest challenges your department may face in making these improvements?

Career Services is a one-person department (two if count Work Experience) and relies on the student workers of other programs to assist at events, etc. I also spend time doing data entry (posting local jobs). I also dedicate time to other counseling responsibilities.

Career Services does not have a budget but relies on the budget of other programs and grants.

8.If there is additional information you wish to provide that wasn't addressed in this survey, please do so here.