

# SD Mesa Onboarding & Career Exploration:

Onboarding, Student Intake, Career Planning Before Ed Planning, Career Exploration, and Differentiated Orientation

February 18, 2021 – 3-4:30P.M.

ZOOM Meeting:

<https://cccconfer.zoom.us/j/<redacted>>

Time:	Agenda details:	Facilitator:
3:00 – 3:05	<b>Welcome</b>	Claudia/Sharon
3:05 – 3:25	<p><b>Full Group Meeting:</b></p> <ul style="list-style-type: none"> <li>• The funding form for MPC funds will be coming out soon! --Marisa</li> <li>• Please think about big-ticket budget items--in relation to MPC Document.</li> <li>• For funding sooner: Google form: <a href="https://forms.gle/iuqPenDsxwY9RYQZA">https://forms.gle/iuqPenDsxwY9RYQZA</a></li> <li>• Opportunity Drawing Survey! <a href="https://forms.gle/PTi5EowgTBrzDRS9A">https://forms.gle/PTi5EowgTBrzDRS9A</a> Please fill out by Friday 2/19/21</li> <li>• Roundtable/MPC OCE Update</li> </ul>	All
3:25 – 4:30	<ul style="list-style-type: none"> <li>• Subcommittee Breakout Rooms</li> <li>• We need updates from every committee make sure you fill out meeting notes <a href="https://forms.gle/QGGtptEPyJvSS3XVA">https://forms.gle/QGGtptEPyJvSS3XVA</a></li> </ul>	All
4:30p.m.	<b>Closing</b>	

**NOTES/ACTION ITEMS:**

Our next meeting will be held on 2/18/21.

THANK YOU!

## Career Planning before Ed Planning

- **Career Peer Ambassadors** completion of Canvas Career Shell, 5 Career Readiness Videos and 4 Peer Training Presentations to explore and integrate work-based learning and career exploration activities in the student experience both inside and outside the classroom. Disseminate to at least 100 Mesa Promise students via email list-serves by the end of Spring 2021.
- **Create a career guidance and exploration processes**; that incorporates both the Mesa College RIASEC tool, Candid Career website videos, and Career Canvas Shell, by the end of Spring of 2021; that will assist at least 1000 students in selecting their majors and courses.
- Provide three **Career Development Trainings** to at least 30 Faculty and Classified Professionals by the end of Spring 2021; to integrate work-based learning and career exploration activities in the student experience both inside and outside the classroom.
- Please see this link to access all of the [Pathway Navigation Video Projects](#) created by our *amazing* Career Peer, Malik Shabazz.
- The following videos are in the folder, as well as the scripts that accompany each video.
  - **Resume: Chronological, Functional, Combination**
  - **Cover Letter**
  - **Formatting a Resume**

## Intake

- By Spring 2021 analyze the Mesa Journeys Staff and Student survey to understand the effectiveness of the Mesa Journeys tool. **Done**
- By Spring 2021 analyze the Mesa Journeys Staff and Student survey to improve the functionality and engagement of the Mesa Journeys tool. **Done**
- By Spring 2021, increase the number of Mesa programs to 100% that outreach to students that have completed the MJ tool by requiring all Mesa programs to provide an inclusive welcome email into Constant Contact. **Done**
- By Summer 2021 [update and reformat](#) the Mesa Journeys tool. 10 newly added features and improvements.
- By Summer 2021 build a dynamic Mesa Journeys newsletter using Constant Contact. The newsletter will go out to 1500 students.
- By Summer 2021 link Caspio database to Constant Contact. Data from 30 programs will automatically import into Constant Contact.
- By Fall 2021 launch and market a new version of Mesa Journeys. Will share at MPC, MSSC, Promise, CRUISE, Tutoring, and Online Orientation.

- By Fall 2021, increase the number of Promise students utilizing the MJ tool by 2X (ie: 400 students) through collaboration with Outreach to implement completion of the survey as a requirement of the program.

## **Orientation**

Host a focus group to gain insight on student's experience about their first encounter learning about and applying to Mesa College. Hope to gain insight about student's orientation to college to inform and strengthen Mesa College's efforts when serving new and prospective students.

## **Outreach**

- Following each of our Pre-Enrollment workshops, we will send each participating high school an email that will contain the following: Mesa Presentation slides, Assessment Milestones handout, SD Promise Checklist, and a google link to our [Mesa Resources folder](#). In sharing these resources, we hope to strengthen the delivery of programs and student services information to prospective students.

**Call for Faculty to join OCE any and all disciplines welcome. Lots of interesting opportunities to contribute!**