

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Program Name: PC
Pathfinder (Career, Transfer
and Internships)

Contact Person:
Stephanie Beas, Erin
Wingfield & Stephanie
Olmedo-Hinde

Submission Date:
Spring 2024

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Program Name: PC Pathfinder (Career, Transfer and Internships)
Contact Person: Stephanie Olmedo-Hinde, Stephanie Beas, Monica Daniels, Erin Wingfield
Submission Date: Spring 2024

Porterville College Mission Statement:

With students as our focus, Porterville College provides our diverse local communities with quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students.
2. Provide comprehensive support services to help students achieve their personal, career and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide comprehensive support systems tailored to each student's skill level.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Guided Pathways Framework:

1. Clarify the Path: Create clear curricular pathways to employment and further education.
2. Enter the Path: Help students choose and enter their pathway.
3. Stay on the Path: Help students stay on their path.
4. Ensure Learning: Ensure that learning is happening with clear outcomes.

Program Mission Statement:

The PC Pathfinder is dedicated to empowering our Tulare County community to transfer to a four-year institution, while providing the most effective tools and resources to help students discover a fulfilling career path. We educate students in career exploration, transfer preparation, employment/internship opportunities, and professional development. Our goal is to enhance all

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students' lived experiences, including personal and academic, to contribute to the overall success in their careers and their communities.

Service Area Outcomes (SAOs):

SAO Statement	Describe assessment results and discussion of this SAO	Describe how the results impact your goals and needs going forward
OLD SAOs		
1. After attending one of the Transfer 101 workshops, students will be able to demonstrate their knowledge of transfer requirements tailored to their long-term educational goal. Assessment Method: Pre- and Post-Test.	Pre-and post-tests were conducted at each Transfer 101 Workshop from 2020-2023. In 2020-2021, the average score for the pretest was 50%, improving only to 61.5% on the post test. The most common questions that were missed were those regarding application deadlines for spring and fall applications, the differences between the CSU and UC, and the Transfer Admission Guarantee. The team met and decided to change some of the focus of the workshop to emphasize the application deadlines and requirements and discuss the UC pathways to better explain the differences between CSUs and UCs. In 2021-2022, the average score for the pretest was 50%, improving to 83% after the workshop was completed, proving that the information being provided was retained. The most common questions that were marked incorrect were questions about the advantages of completing a Transfer Admissions Guarantee with a UC. Upon further discussion it was decided by the Transfer Team that we would hold separate workshops about creating a Transfer Admissions Planner account in preparation for completing a UC TAG	Moving forward the Transfer team has decided to retire this SAO but will continue to assess the effectiveness of the workshop by continuing to complete a pre-and post-test for the Transfer 101 workshops. With this data we will be able to adjust the focus of the workshop topics to where students have the most gaps in information.

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	<p>agreement. In 2022-2023, the average score on the pretest was 85%, improving to 90% after the workshop was completed. The Transfer Team found it interesting that there was an improvement in the pre-test. The most common question marked incorrect was the question asking students to identify how many UCs accept undergraduate applications.</p>	
<p>2. After attending an appointment with the transfer counselor, student will be able to demonstrate their knowledge of transfer requirements by identifying 3 potential 4-year colleges/universities that offer their major of interest and complete a comprehensive student educational plan that aligns with their long-term educational goal within their first 30 units.</p>	<p>Over the last 3 years, the Transfer team has been training counselors on best practices in improving CSEPs, including transfer goals and program requirements. Counselors use Assist.org as one of the tools to complete a CSEP for transfer students who have identified their transfer major. General Counseling has also added workshops to help assist students with choosing a long-term academic goal through its “Majors and Careers” workshops.</p> <p>Due to COVID and adjusting moving services to an online format we did not request reports from IT as planned. The team will be more proactive and request reports from IT to establish a list of students who have transferred as their long-term academic goal.</p>	<p>The Transfer Team has decided to close the loop on this SAO as it is common practice for all Transfer Appointments with an Ed Advisor or Transfer Counselor to complete either a ASEP or CSEP. We will request reports from IT for assistance in identifying students who do not have a CSEP completed and will continue to reduce the number of students who do not have a CSEP on file. This is a goal that counseling and advising will move forward</p>

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		with for all students.
NEW & ONGOING SAOs		
3. After attending the CSU/UC application group workshop or individual application appointment, students will indicate that the information presented was helpful in completing their application.	Over the last 3 years, the Transfer Center team has provided a satisfaction survey to students who have completed a CSU/UC application workshop or individual CSU/UC application appointment with an Ed Advisor or Counselor. The surveys were anonymous and could be completed online. QR codes and URL links were provided in a follow up e-mail. Over the last 3 years only 47 students completed the online survey. That is an average of 15 students per year. 98% of the students who were surveyed received assistance completing the CSU Application and 2% received assistance completing a UC Application. On a scale of 1 – 5 (1 being not at all helpful, and 5 being Extremely Helpful) 100 % of the students who completed the survey indicated that the service was “Extremely Helpful”. On a scale of 1-5 (1 being very unlikely and 5 being very likely) 100% of the students indicated that they were “Very Likely” to recommend this service to a friend or classmate. 100% of the students who completed the survey indicated they applied to the university of their choice at the end of the appointment/workshop. 100% of the students rated the overall experience with the service as “Excellent” with their other option being “very good”, “Good”, “Fair” and “Poor”	Moving forward, the Transfer Team will continue to survey student satisfaction with our application services. To address the issue of the number of surveys being completed the team decided for the next three years to go back to basics and give out paper surveys which can be completed in person and submitted to a box, so students remain anonymous. This Fall 2023 we’ve collected and recorded 67 responses to our survey which will be reported in the 2026-2027 Program Review.
4. Students will create a professional portfolio essential to their career	Career Services is a new integration to the current Transfer Center at Porterville College. Our goal is to shape students’ professional experiences by providing them with the proper tools and resources	After every workshop or advising appointment, students will be

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<p>development and job preparation.</p>	<p>through yearly workshops or one-on-one appointments. For this outcome, we would like students to complete a professional portfolio, this includes a resume, cover letter, and a list of professional references. Our goal is to ensure students can competently present their skills and accomplishments in any competitive work field and to enter their career field with sufficient confidence to apply for qualifying jobs. By having these materials ready, students will optimize their chances of being noticed by recruiters and presented with job opportunities.</p>	<p>asked to fill out a survey on paper to increase the number of collected responses. The purpose is to measure students' completion in filing a professional portfolio with the three required materials. Within the next few years, we would also like to determine students' satisfaction with our career services. We hope to gain more data that will effectively assess not only the quantity, but the quality of our resources that pertain to students' overall career readiness.</p>
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Program Analysis and Trends:

Data Review

(Please review data provided by the KCCD Office of Institutional Research here. Discuss trends in your program including things such as enrollment, offerings, demographic trends, course

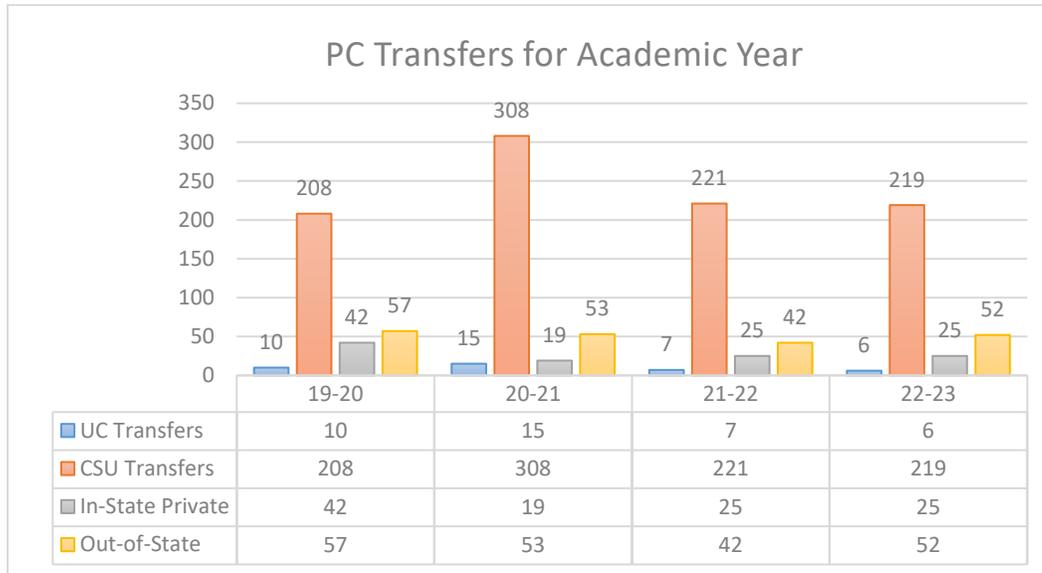
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success rates, and awards. Be sure to address any equity issues in your data, including course success rate differences.)



Overall, the Transfer Center committed to increasing transfer by 25% within the 2020-2023 academic years. This goal was met in 2020-2021 but then due to the pandemic the numbers have now decreased significantly (see chart above). During the Pandemic enrollment decreased and PC didn't see an impact in transfer rate until the year after. UC Transfers over the last three years (2020-2023) show two stories, prior to COVID the average number of students who were transferring to a UC was 13, and post COVID the average is now 6. For CSU Transfers over the last three years (2020-2023) the average number of transfers was 235 and post COVID the average is 199. In-State Private Transfers over the last three years (2020-2023) show that the average number of students was approximately 23 and have decreased from the average of 45 students over the 3 years prior (2016-2019). Out-of-State Transfers over the last three years (2020-2023) show that the average number of students was approximately 49, which is an increase from average of 48 students over the 3 years prior (2016-2019).

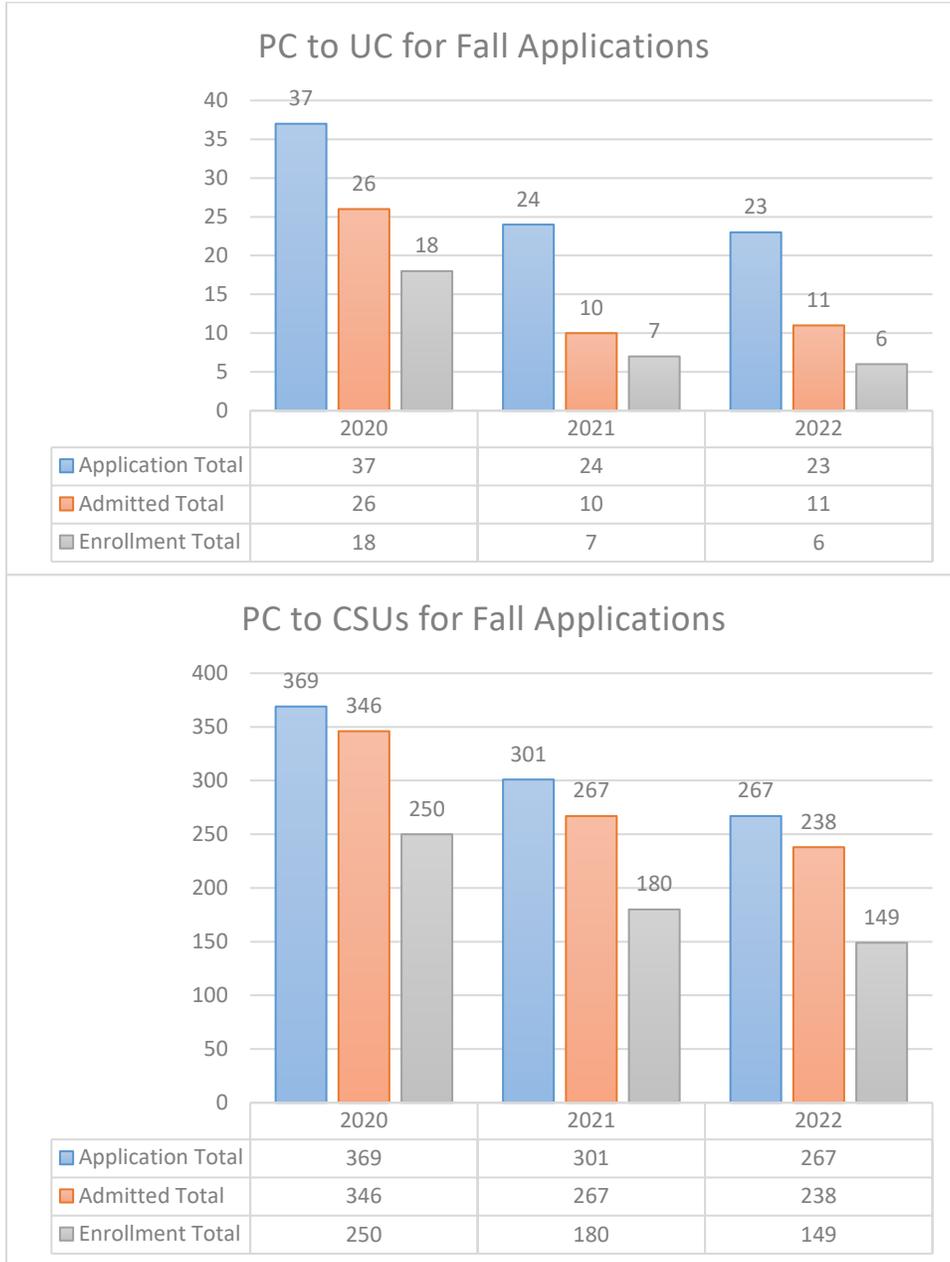
The average Porterville College GPA for UC transfer students was 3.56 and the average GPA for CSU transfer students was 3.25.

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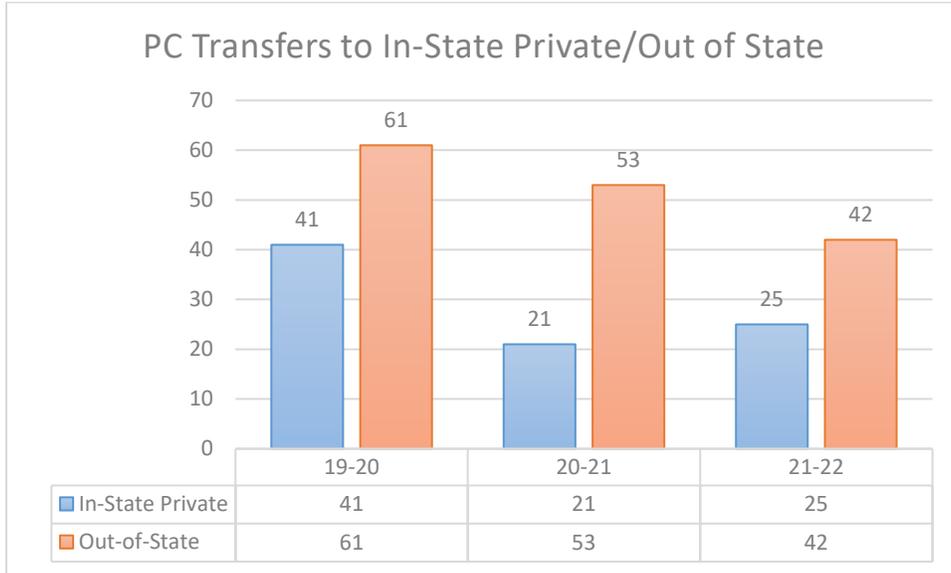


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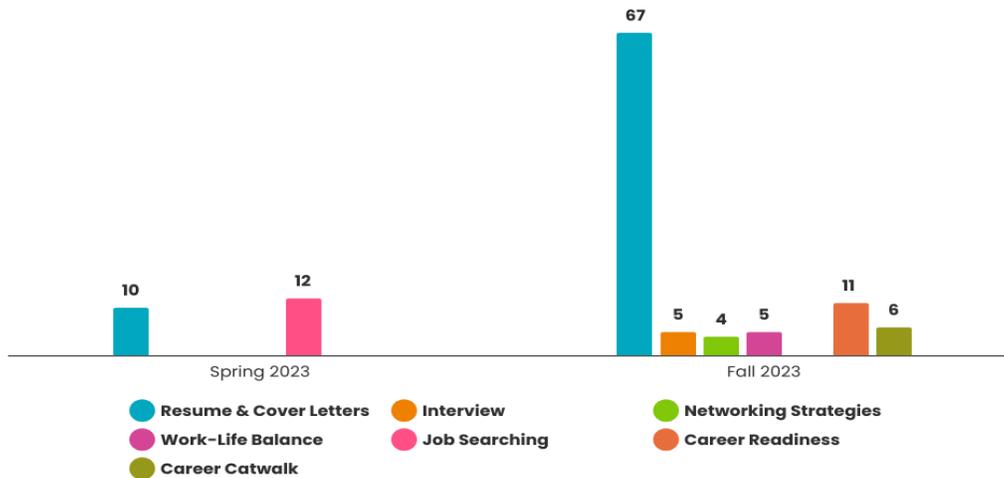
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Career Services



**Student Participation in
Career Workshops**



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Career Services is a significant addition to the Transfer Center and is now renamed under one umbrella as PC Pathfinder. Our program was created to help students make real-world connections to the job market and gain the skill sets that are essential to be successful in their field. Whether students are looking for employment or seeking professional opportunities, our goal is to provide students with these learning experiences that they can benefit from. With this intention, the trajectory of our workshops was dedicated to serving career-related learning outcomes, such as the construction of a resume and cover letter, how to find professional references, strategies on how to have a healthy work life balance and understanding how to approach a competitive job search. In total, we have provided 6 resume workshops, 4 job searching workshops, 3 professional development workshops, 3 cover letter workshops, 2 orientations, and 2 interview workshops since Spring 2023 till Fall 2023; 1 year since the program was officially established. Apart from organizing workshops, Career Services has also been invited to present to other classrooms, such as the Student Success courses (College Planning and Success Strategies and Personal and Career Education), Agriculture, and Welding. We did 12 classroom workshops with presentations on resumes and cover letters and career readiness. In addition, Career Services has also participated in the Teacher Education Careers orientations to provide information on our resources and job searching techniques. Other collaborations we have done include presenting alongside the Tulare County's Office of Education, Promise Days with the Financial Aid Office, Gear Up's Summer Program, Career Technical Education, and Porterville College's 1st Student Leadership Conference. In Fall 2023, we visited 10 Career Education classes to share information about the PC Pathfinder and to increase our student numbers with Jobspeaker. Our most popular workshops are our resume and cover letter workshops, with 67 student participants, followed by our job searching workshops with 12 student participants and career readiness with 11 attendees.

Changes in Program over Last Three Years

The Transfer Center has gone through a rebranding and has combined its services with the Career Center and is currently named PC Pathfinder. Transfer Services strives to demystify the transfer process for students who aspire to receive a degree at a 4-year institution. Assigned to the Career and Transfer Center are an educational advisor (40%), a full-time faculty counselor (42%) and a coordinator (50%) devoted to transfer services. The Transfer Center currently shares physical space with the general counseling and advising office. Students have access to literature from 4-year institutions, handouts in a variety of subjects, and computers they can use to access additional transfer information and complete their transfer applications. In addition, the Transfer Center continues to provide an array of services to students such as drop-in and individual counseling and advising, appointments, transfer workshops, university campus tours, and visits by representatives from colleges and universities. Social media and online access for the Transfer Center has been worked on and the website is kept up to date with UC, CSU, in-state private and out-of-state workshops. PC Pathfinder with the assistance of our Public Information Officer

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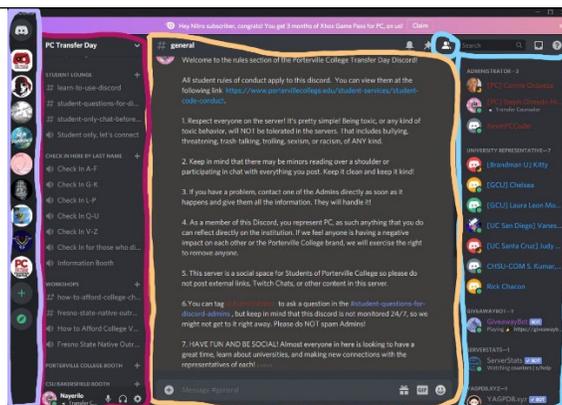
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(PIO) have been posting on Instagram, Facebook, Discord and other social media platforms so that we can reach as many students/potential students as possible. The educational advisor participates in various outreach activities geared towards high school counselors and high school students so that we can begin transfer education early.

PC Pathfinder continues to host an annual Transfer Fair where Porterville College students can have access to representatives from CSUs, UCs, in-state private and out-of-state colleges/universities. Under COVID restrictions the Transfer services were moved to a virtual platform. The Annual Transfer Fair was hosted using Discord during the pandemic restrictions and then was moved to an in-person venue in 2022-2023.

PC virtual transfer center Discord server



PC 2022 Transfer Fair

The Transfer Recognition Ceremony during the pandemic was held as a drive-thru event where students were given certificates of achievement for their transfer completion. Post pandemic, the Transfer Center held the recognition ceremony in person, and through student funds we provided lunch and a DJ to MC the event. Medallions were designed and given to students to wear during the Porterville College Commencement. Apparel was designed and ordered to pass out to students who completed a transfer application to a 4-year institution to encourage a transfer-minded environment on campus.

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Apart from Career Services being a new integration to the Transfer Center, we have undertaken a new name and logo for our program. We are currently known as the PC Pathfinder to indicate the potential paths students can take after graduating from a community college. Whether it is transferring to a 4-year institution or entering the workforce directly, it is our job to ensure students feel confident and prepared to take this next step towards their profession. Our logo is a compass to represent this idea.



Report on Previous Goals

(In this section, report on goals established in your previous program review. Please include progress to date, including whether the goal is complete, revised, and how any circumstances might have impacted your completion of the goal. If you have more than three goals, please add rows.)

Goal	Status/Progress
1. Identify and develop a system for timely identification of potential transfer students.	In progress. During COVID, we had to change priorities to provide services in alternate formats and target students who were a challenge to reach. With email fatigue, we've noticed a lack of participation and response to emails and texts. To pivot, the Transfer Services staff moved our

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	services outside of our offices and to the quad where the students are at.
2. Increase awareness of historically Black, out-of-state, and in-state private colleges and universities.	Completed. HBCU, out-of-state and in-state private information has been added to our Transfer 101 workshops. The Transfer services staff worked with the Umoja program on campus to take 4 students to the HBCU caravan visit to the valley.
3. Create a “Finish in 4” program with our local CSUs (Fresno and Bakersfield).	In progress. The PC transfer staff and administration had talks with CSUB and Fresno State. Fresno State worked with PC to start a Transfer Scholars Program that provided guaranteed admissions to our interested students. CSUB began the process but due to staff changes we were unable to complete a program agreement. Since then, CSUs have applied their own program Transfer Success Pathways (TSP) which features a transfer planner that is like the UCs Transfer Admission Planner program. This will assist with uncomplcating the transfer process for all community college students.

Program Strengths

Porterville College students can obtain transfer information and academic advising and counseling in a variety of formats: individual in-person and online appointments, drop-in advising, weekly information table in the quad, and individual appointments with CSU, UC, and private college representatives. In addition, Transfer services staff visit classrooms and host annual campus trip visits. During the 2021-2023 academic years, there were 1,054 individual appointments with PC staff and 25 group and individual appointments with representatives from 4-year institutions, not including transfer fair events. 91 students completed a Transfer Admission Guarantee (TAG) agreement with the University of California for the 2021, 2022, and 2023 application windows. The Transfer services workshops are offered throughout the year and provide students with timely information about transfer requirements and deadlines, transfer admission guarantees and internet resources. In addition, UC and CSU application workshops assist students with the application process. PC Pathfinder completed 7 classroom visits, 146 workshops and took 95 students on campus visits in the 2021-2023 academic years. Transfer services has continued to expand its online presence. The PC Pathfinder website provides information about important transfer requirements, an activities calendar, and links to additional resources. PC Pathfinder readily utilizes social media to keep in touch with students and provide information. To accommodate COVID-19 protocols, PC Pathfinder transfer services added an additional social media platform called Discord which allows students to post questions for university representatives and has given University Representatives the ability to update their

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own content on their own virtual booth forum. This has made it easier for the out-of-state and HBCU representatives to disseminate information to our students.

Within the first year Career Services has been officially established as a new program, there has been an increase in our number of workshops, collaborations, and outreach events. Students are benefiting from learning how to project their skill sets and seek out job opportunities within our community by using Jobspeaker as our main job searching tool. We have been gradually using Jobspeaker for the last 2 years, but it has just started to kick off as students are now creating an online profile to apply to jobs and take a career assessment. In collaboration with the Financial Aid Office, we have also started to post our on-campus student employment opportunities, with 7 jobs being uploaded since Fall 2023. Apart from this, we have offered numerous workshops related to career and major exploration, resumes, cover letters, interviews, career readiness, job searching, networking strategies, how to dress professionally, and a guide to a healthy work life balance. We have collaborated with the Tulare County Office of Education, Education Careers, and the Career Education program, formally known as CTE, to reach a larger student population. We have donated over 200 job hunting handbooks to students who have participated in our workshop series and raffled two \$50 gift cards for students to buy professional clothing. We are currently in the process of purchasing a set of virtual reality headsets from TransfrVR to help students explore different career paths and declare a major at Porterville College. This tool will mostly be utilized in our high school outreach events and classroom visits, such as PC Connection or Pirate in a Day.



Tulare County Office of Education Collaboration- Celebrating Career Services

Areas for Improvement

In accordance with Title V Minimum Program Standards for Transfer Center Facilities the transfer center needs a more suitable physical location that can be readily identifiable and accessible to students, faculty, and staff. It currently shares space with other programs.

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Individual appointments with representatives from 4-year institutions must be scheduled around campus creating logistical issues for students, representatives, and counseling center staff. Ideally a Transfer Center should be adequately equipped with bookshelves to display university catalogs and transfer related handouts for students to access general transfer information as well as computers for students to access online resources and online applications to transfer institutions. Preferably, the transfer coordinator and educational advisor would be housed inside the PC Pathfinder office to coordinate services and activities and be available for students on a drop-in basis.

Transfer Services and Career Services are now combined under one center. Not only is it important to have a physical location that students can easily search for and utilize, but the need to financially support 2 programs is also in high demand. We would like to provide students with academic materials that will help them thrive in their classes. More so, take students to different work sites, job fairs, or organizations to explore diverse career opportunities. In terms of assessment, we want to be more strategic on how students complete their survey and use those responses to improve the quality of our Career Program. We recently adopted the idea of offering surveys on paper this last semester to assess students' satisfaction with our services. Therefore, we want to see how this will project within the next couple of years and eventually create a new goal for our Career Services. Another area we would like to see some improvement in is with our Jobspeaker report, including the number of student accounts and the number of on-campus job posts. Jobspeaker is currently run by 1 person, which is the Career Program Coordinator. Other college campuses have a full team of Job Developers that dedicate their time working together to administer software programs like Jobspeaker. They are assigned to a specific pathway to provide better assistance on career opportunities that are relevant to their field of study. As our center fully develops, it would be ideal to have additional support overseeing Career Services; specifically, to assist with job placement or research internship opportunities. We also want them to support our team with workshop planning and outreach activities, including our online events. Therefore, the PC Pathfinder would like to request a Student Worker as time progresses.

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Quarterly Jobspeaker Report

College: Porterville College

Reporting Period: July 1, 2023, to September 30, 2023 – Third Quarter

Account Totals

	Q1	Q2	Q3	Q4	YTD
New Student Accounts Added	33	19	79		131
New Companies/Employer Partner Accounts Added	71	39	58		168

Work-based Learning

	Q1	Q2	Q3	Q4	YTD
WBL/WEX Records Added this Quarter	0	0	0		0

Events

	Q1	Q2	Q3	Q4	YTD
Events Posted	0	0	0		0
Totals Invitees	0	0	0		0
Total Event Responses	0	0	0		0

Applications, Job Postings, and Student Activity

	Q1	Q2	Q3	Q4	YTD
Job Posted	60	53	56		169
Jobs Applied To via Jobspeaker	0	0	0		0
Student Hired	0	0	9		9
Employment Verification	1	0	0		1
Student Active in the Last 3 Months	36	26	81		143

Jobspeaker Report in July 2023 – September 2023

The table graph shown above is a breakdown of our Jobspeaker numbers; specifically, the quantity of student accounts that have been created within each quarterly timeframe. It also shows how many employers/companies have partnered with the website. Overall, the report tracks the number of student applications, job postings, and student activity.

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Career and Transfer Workshops in Spring 2023 – Spring 2024

**Month of April
Transfer Thursdays**

4/6
TRANSFER 101
10:30 am - 11:30 am
CT-1304

4/20
UC TAP INFORMATIONAL
10:30 am - 11:30 am
Zoom Link
Meeting ID: 811 3866 9609

ASK A TRANSFER COUNSELOR
2:30 pm - 4:00 pm
Mid-Quad

September 2023 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6 Resume 101 Zoom	7 Transfer 101 Computer Commons A	8	9	10
11	12	13 Resume Drop-In LRC-513	14 CSU FIELD TRIP UC TAG - Zoom Transfer In the Quad	15	16	17
18	19	20 Job Searching Zoom	21 UC TAG Computer Commons A	22	23	24
25 CTE Collab Workshop CT-1302	26	27 Job App Drop-In LRC-513	28 Transfer 101 Zoom	29	30	

Any Questions?
Contact Stephanie Beas, Program Coordinator
stephanie.beas@portervillecollege.edu | 559-791-2244

**Month of February
Transfer Thursdays**

2/2
TRANSFER 101
10:30 am - 11:30 am
CT-1304

ASK A TRANSFER COUNSELOR/ADVISOR
2:30 pm - 4:00 pm
Mid-Quad

2/16
TRANSFER 101
10:30 am - 11:30 am
Zoom Link
Meeting ID: 817 6186 5566

ASK A TRANSFER COUNSELOR/ADVISOR
2:30 pm - 4:00 pm
Mid-Quad

For more information, contact us:
Monica Daniels, Ed Advisor
Stephanie Olmedo-Hinde, M.S.

**NOVEMBER
CELEBRATING CAREER SERVICES MONTH**

FREE LUNCH, RESOURCES & PRIZES

WORKSHOP SERIES

- 11/07 HOW TO MAINTAIN A HEALTHY WORK LIFE BALANCE AS A STUDENT
- 11/08 CAREER CATWALK: HOW TO PRESENT YOURSELF AS A QUALIFYING INDIVIDUAL
- 11/09 NETWORKING STRATEGIES: HOW TO FIND A MENTOR & PROFESSIONAL REFERENCES

Event Details:
12:00 pm - 1:30 pm
AC-105
Scan to RSVP

For more information contact:
Stephanie Beas, Program Coordinator, Career, Transfer, & Internships
stephanie.beas@portervillecollege.edu (559) 791-2244

If you are an individual with a disability and need accommodations, please contact (559) 791-2220 or pcar@portervillecollege.edu

CAREER TALK 101

JUMPSTART YOUR FUTURE CAREER AND BUILD ON YOUR SKILLS

Student Center Conference Room
PC Cafeteria
Tuesday, Jan 30th @ 11:00 AM

For more information contact:
Stephanie Beas, Program Coordinator, Career, Transfer, & Internships
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Goals (This section is for you to report on progress on *new goals*. If your program is addressing more than 3 goals, please add rows. Note that for the Mission Statement column, please list the numbered goal(s) from the college Mission Statement and Guided Pathways Pillars (see page 1) that would be furthered if this goal were accomplished.)

Goal(s)	Timeline for completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)	Mission Statement	Guided Pathways Pillars
1. To provide a Transfer and Career Center that is accessible and available to all Porterville College students	As soon as possible (pending budget and construction)	Physical Office Space	Administration, support staff	Lack of available space	2	3
2. Increase the number of students who apply to a 4-year university by 25%	Fall 2027	Facilities for Workshops, Technology for remote workshops and office supplies. Vouchers for Applications for underserved students	Transfer and Career Services Staff	Student applications	3	3

**PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS**

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Contact Person:
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Wingfield & Stephanie
Olmedo-Hinde

Submission Date:
Spring 2024

3. To create the PC Internship Program.	Fall 2025	More collaboration with the other colleges from Kern Community College District (Bakersfield & Cerro Coso) and the rest of the California Community Colleges system. An increase in our partnerships with our Porterville community members, outside agencies, and profit & non-profit organizations all around Tulare County.	Career Program Coordinator, Administration	Lack of knowledge, orientation, resources, and staff.	2	3
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Staffing:

Current Staffing Levels

Please use the table below to describe current staffing levels, by employee type. Raw numbers are sufficient, not FTE.

Full-time		Part-time	
Faculty	1 Counselor	Faculty	
Temporary		Temporary	
Classified	1 Educational Advisor and 1 Program Coordinator	Classified	
Management	1 Dean	Management	

Request for New/Replacement Staff

Use one line for each position requested. Justify each position in the space below.

No requests at this time

	Title of Position	Classification (Faculty, Classified, or Management)	Full- or Part-Time	New or Replacement
Position 1				
Position 2				
Position 3				

Justification:

(Address each position requested. Note that a position need should be demonstrated in earlier sections, such as your needs for improvement or to meet specific goals)

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Resource Requests

The following four sections are for requesting resources, such as technology, facilities, safety/security, and professional development. Please include all needs, even if you already have identified funds for them. Requests made here should be linked to needs identified in earlier sections (outcomes, areas for improvement, goals). If you have no needs in a particular area, just type NA.

TECHNOLOGY REQUEST

Use this section to list any technology needs for your program. If you have more than two technology needs, add rows below.

	Technology Need	Justification
Item 1	Computers and other equipment for new PC Pathfinder Center location	Computer equipment and other technology to supply the new center (computers, printers, copier, scanners, phones, computer lab equipment, check-in kiosk, webcams, computer speakers, shredder).
Item 2		

FACILITIES REQUEST

Use this section to list any facilities needs for your program. If you have more than two facilities needs, add rows below.

	Facilities Need	Justification
Item 1	Relocation to new PC Pathfinder Center location	Staff furniture, cubicles, check-desk, and other items to furnish the new center which is set to begin innovation/refurbishing spring 2024.
Item 2		

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SAFETY & SECURITY REQUEST

Use this section to list any safety & security needs for your program. If you have more than two safety & security needs, add rows below.

No requests at this time

	Safety/Security Need	Justification
Item 1		
Item 2		

PROFESSIONAL DEVELOPMENT REQUEST

Use this section to list any professional development opportunities you would like to have available for your program. If you have more than two professional development needs, add rows below.

	Professional Development Need	Justification
Item 1	The National Academic Advising Association Membership (NACADA)	The Global Community for Academic Advising Annual Conference member services and conference attendance. NACADA has over 10,000 members representing all 50 states, Puerto Rico, Canada and several other international countries. Its goals are to support academic advisors by providing professional development and networking opportunities.
Item 2	Regional UC/CSU Yearly Meetings	Twice a year meeting located throughout the state. Funding needed to support staff traveling to these meetings.

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Budget

(Please include all budget needs, even if your program is funded entirely by categorical funds.
 Do not include staffing in this section.)

Transfer GU001 Budget

	Current Budget	Amount of Change	Revised Total
2000 (Student Workers Only)	0	0	0
4000	550	0	550
5000	3100	0	3100
Other			

Justification:

(Please justify all significant expenditures. Note that budget needs should be demonstrated in earlier sections, such as your needs for improvement or to meet specific goals)

Currently, the Pathfinder Center reaches out to other categorical programs such as the SEA Program for funding to support efforts, if funds are available.