

**Assessment of Unit Outcomes
Educational Support Units
Report Form A-2**

Career and Outreach Services
(Administrative or Educational Support Unit)
2004-2008
(Assessment Period Covered)

1. Program Outcome

Outcome 4. Maintenance of quality staff to administer the programs and services of the office. Subscriptions, memberships and attendance (NACE, TAMU Symposium, SoACE).

2. Strategies Used to Meet Program Outcome

Staff members maintained membership and participated in professional organizations throughout the year, participated in conferences, workshops and other career services related organizations.

3a. First Measure or Means of Assessment for Outcome above and Criteria for Success

Participation rates of the staff.

3b. Results/ Findings

100% staff participation in development activities.

3c. Use of Results to Improve Unit Services

Implementation of new innovative programs for the students, involvement of other units and organizations in delivery of service. Conference information regarding best practices was shared with other departments. Lastly, improvements were made in various projects and the implementation of new ideas to enhance career service programs for students.

4. Documentation

Copies of programs and registration materials are available in office of Glenda Jones, Director of Career & Outreach Services.