

**A REPORT BY THE FACULTY LEADERSHIP PROGRAM ON TBR INSTITUTIONS USE OF
CAREER SERVICES**

OVERVIEW OF THE SITUATION: Student graduation rates are a critical component of the funding formula; in addition, another measure of our students' success is our students' job placement. Many prospective students are interested in understanding job placement and graduate school placement of our graduates. Job placement and matriculation can be difficult to track, yet this information will facilitate student recruitment, student success and provide opportunities for continuous improvement.

The current role of the Career Services at APSU is to assist students with resume writing, to conduct limited workshops, to assist students with career decisions, and to develop interviewing skills. At this time, students are able to browse local, regional and national job listings to locate possible jobs. The computers are located in a shared space with student transitions and undeclared advisement. There are no dedicated computers available for students to use specifically for career development.

PROBLEM OVERVIEW

Currently APSU Career Services has inadequate space to provide services to students, is underfunded and severely understaffed.

1) ORGANIZATIONAL STRUCTURE: Career Services has one small office within the Student Transitions Office Suite, which is confusing for students. We are the only University in the TBR system that has Career Services located organizationally in Academic Affairs.

2) FUNDING: The amount of resources Career Services receives limits their ability to appropriately staff and/or offer adequate programs students can use to assist with their career advancements. In the current configuration there are no student fees to assist with funding.

3) STAFF: In Career Services at APSU there is 1 professional and 1 staff to serve almost 11,000 students. Below is a table of staffing of comparable TBR institutions.

SCHOOL & NUMBER OF PROFESSIONAL	PROFESSIONAL:STUDENT Ratio
Austin Peay State University <i>Professional: 1</i>	1:10,597
University of Memphis <i>Professional: 4</i>	1:5,535
East Tennessee State University <i>Professional: 3</i>	1:4,845
Middle Tennessee State University <i>Professional: 6</i>	1:4,110
Tennessee Tech University <i>Professional: 3</i>	1:3,823
Tennessee State University <i>Professional: 3</i>	1:2,925

PROPOSED SOLUTION

Career Services will be more effective for our students with adequate equipment and visible space, an increase in funding for programs and additional professional staff.

1) ORGANIZATIONAL STRUCTURE: An organizational change would create Career Services as a stand-alone office reporting to Student Affairs. This benefits students by improving access and offering increased services. The table below lists the current placement of Career Services at other comparable TBR institutions.

SCHOOL	ENROLLMENT
Tennessee State University <i>Student Affairs</i>	8,775
Austin Peay State University <i>Academic Affairs</i>	10,597
Tennessee Tech University <i>Student Affairs</i>	11,469
East Tennessee State University <i>Student Affairs</i>	14,536
University of Memphis <i>Student Affairs</i>	22,139
Middle Tennessee State University <i>Student Affairs</i>	24,660

2) FUNDING: An allocation of student fees from Student Affairs can help fund the services this office (Career Services) can provide for students as they develop their career goals.

3) STAFF: An increase in personnel is vital to support student needs.

BENEFITS OF PROPOSED CHANGE

- An increase in the number of personnel will allow Career Services to assist students with identifying potential careers, enhancing interview skills, and developing professional portfolios and resumes. Discipline specific training will allow Career Services staff to better meet the unique needs of all students.
- Relocating Career Services to Student Affairs will allow additional resources to better serve students. Creating a stand-alone office for Career Services will clarify for students the location and purpose of that office.
- Improvement and expansion of career services will help meet one of the key priorities for student success as stated in the APSU 2010-2015 Strategic Plan is to “enhance the viability of academic programs, the growth of existing businesses and the ability to attract new high paying industries to the state.”

Organizational restructuring, additional staff and an increase in funding for Career Services will be beneficial to APSU as it can assist with tracking and placement of our students into careers and matriculation.