

<i>Link to Strategic Plan</i>	<i>Outcome</i>	<i>Assessment/ Measures and Target Performance Levels</i>	<i>Strategies to Achieve Target Performance Level</i>	<i>Result: Data results</i>	<i>Analysis</i>	<i>Action Plan</i>
Goal 2 Objective 4 Student Enrollment	There will be a 5% increase in Undergraduate (UG) & Graduate (G) EOF Enrollment from F'16 to F'17. OSP website will be modified	Target UG: F'17 = 158 Target G: F'17 = 14 Modified website that receives positive assessment from staff & students.	OSP met with Admissions and Marketing. As a result, changes were made with the OSP recruitment process to obtain its F'17 goals. Initial discussions were held with website developer to modify OSP site. Actual revision of site will take place Fall 2017. Viewer assessment will take place in October 2017.	Goal UG F'17 = 200 Goal F: F'17 = NA Discussions led to a clear understanding regarding changes that need to be made.	UG goal was met. G goal will be reviewed October 2017. An analysis of 2016-2017 OSP recruitment process changes will be made in September 2017. Results indicate that a number of modifications need to be made.	As a result of F'17 data analysis, a recruitment plan for FY'18 will be created late September. The Director, Associate Director, and Secretary will, as a result of prior consultation with Marketing, create a revised OSP/EOF website.
Provide deferments & reimbursements	One hundred continuing OSP students will receive summer deferments/reimbursements.	Summer enrollment reports & EOF Summer Expenditure Report	Mailings, e-mails, office posters & student/counselor contacts advertising	Eighty-four OSP students received 2017 summer 1 or summer 2 deferments/reimbursements.	We could not fund 100 continuing OSP students this year because of an increase in initial year students who utilized additional funds.	Discussions will take place between the OSP office, NJCU administrators, and EOF/OSHE to either

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to EOF students who take summer 1 or 2 courses to assist students to graduate in a timely manner.		data.	availability of funds.			obtain additional funds or to bring in fewer initial year students. .
Goal 2 2.4 Strategy B Develop relationships with high schools to introduce NJCU & EOF/OSP to	OSP brochure will be sent to potential applicant high school feeder schools Actual number of HS visitations.	List of HS guidance counselors who received brochure. List of schools attended	1. Mailings 2. High school visitations	Mailings went out to HS counselors Admission Office feedback re: visitations.	Admission Office feedback very positive.	Staff from OSP & Admissions will meet to analyze results and make modifications

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students.	OSP/HS Conference	List of schools, list of attendees	3. OSP Student Advisory Board's sponsorship of an Annual High School Conference at NJCU.	OSP Student Advisory Board hosted the 5 th Annual High School Conference the purpose of which was to encourage discussion of important topics related to careers & education. Three Jersey City 10 th & 11 th graders & HS counselors attended (approximately 100).	Student & HS counselor assessments of conference was very favorable.	accordingly. Feedback demonstrated a need to send out invitational information to high schools earlier & to invite additional high schools. Our next High School Conference will include additional schools, and the agenda will be modified as a result of surveys responses.
	OSP staff will participate in Universities Open House and Ambassador Programs	List of staff in attendance & list of students who attended.	4. OSP will participate at NJCU Open House events and University Ambassador programs.	OSP was represented at all undergraduate & graduate Open Houses.	This has proven to be a good way to make students aware of OSP/EOF & to obtain students' addresses & phone numbers for future follow up. Feedback from many of the guidance counselors was positive.	Since most high school counselors have e-mail addresses, OSP will attempt to utilize this form of communication to stay in even closer contact with counselors. An action plan will be created in early September to see if the "contacts" can be improved based on students' perceived

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						needs as researched through questionnaires. Drawing upon an analysis of the effectiveness of OSP at Open House and Ambassador Programs as measured by students who apply to the program, OSP will modify how we participate in future programs. OSP will confer with those responsible for the program to see if we can develop a survey instrument for students and counselors to provide us with feedback re: our presentations.

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Goal 3 3.1 Strategy A Create a robust staff professional development program	Full time OSP staff members will be expected to attend at least one conference or workshop designed to enhance their skills and/or current developments in their field.	A list of staff members and the conferences they attended will be on file. Target: All will attend at least one conference/workshop.	1. Full time staff will be told that they will be expected to attend at least one workshop or conference. 2. Funds will be committed to support their attendance.	All OSP professional staff attended at least one conference or workshop. Funds were committed for this purpose.	The program was successful in accomplishing this goal. Analysis shows that all OSP staff members made use of their development activities.	An analysis will be performed in September determining what future areas of staff development activities need to be implemented. See above
	Staff members who attend conferences will be expected to present what they learned	Director's meetings will include these presentations as agenda	3. Staff's presentation of what they learned at the conference	This goal was not reached.	There is a need for the Director to be more mindful of including staff presentations at	Secretary will be informed that a staff presentation item needs

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	to their colleagues at a subsequent Director’s staff meeting. Staff members will present at various conferences or other universities and or high schools. The presentations will serve to enhance the staff member & NJCU’s prestige and will provide information to people who attend the sessions.	items. Target: At least 50% of non-clerical professional staff members will present at a conference or school.	or workshop will be an agenda item on the Director’s monthly meetings. Director will notify staff of his expectations, assist, when necessary, staff to plan presentations & fund their attendance at conferences and or schools.	44% of non-clerical professional staff members presented at a conference or high school.	Director’s meeting. Additional non-clerical professionals have the ability to give a good presentation.	to be placed on Director’s agenda the meeting after staff member returns from conference/presentation. Next year our plan will be to have 60% of our non-clerical professional staff present at a conference

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	<p>Number of staff taking on leadership roles both at NJCU and the State as evidenced by being on University and State committees</p> <p>OSP will create a retreat in which staff can learn new counseling & pedagogical skills and where current OSP policies & practices can be examined & modified for the subsequent FY.</p>	<p>Target: At least 70% of non-clerical staff will take on leadership roles at NJCU and or the State,</p> <p>Targets:</p> <ol style="list-style-type: none"> 1. Retreat will take place in June. 2. Changes in policies & practices will be created & implemented starting in the summer of 2017. 3. Said changes will be assessed in June 	<p>The OSP Director will encourage his staff members to take on leadership roles at the University & State & provide time for them to</p> <p>Retreat will be planned and executed. All staff members will be expected to attend, and will have the opportunity to assess whether they felt they gained anything by participating. Policies & practices will assessed and modified accordingly.</p>	<p>60% of non-clerical professional staff took on leadership roles at NJCU and or the State.</p> <p>No time, funds, or an Associate Director to assist the Director to successfully complete the goal this year.</p>	<p>Analysis shows that the goal was almost accomplished this year.</p> <p>An analysis of the needs of the program will be completed in September to determine the needs of the program in a time of transition.</p>	<p>An action plan will be implemented based on results this year to obtain a 70% goal next year.</p> <p>A retreat will be planned for December/January based on the analysis of programmatic needs.</p>

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Goal 2 Objective 2 Advance students' social & personal development.	Outcomes: OSP will continue to sponsor events and create opportunities for all its students, both summer initial year and continuing to socially & professionally develop.	2018. Targets: 1. All OSP students will be required to attend two OSP and/or NJCU workshops per semester that deal with topics designed to help them develop professionally, & socially.	Requirement is listed on OSP contract. Students will be informed through counselor meetings and e-mail communication of an extensive list of potential workshops to attend.	305 OSP students attended a total of 892 workshops FY'17 A survey will be given to OSP students in the Fall to determine students' feedback regarding usefulness.	An analysis will be performed regarding usefulness of workshops & students' perceived needs for workshops that are relevant to their needs.	An action plan re: F'17 & Sp'18 workshops will be created based on an analysis of students' needs & desires.
	Students will learn skills (academic. Psychological &	2. Eligible OSP students will be encouraged to join the Chi Alpha	Eligible OSP students will be informed & encouraged to join this Honor Society.	23 students were inducted to the honor society this year.	An analysis will be performed to see how OSP can recruit additional students into	An action plan will be created to increase Chi Alpha Epsilon Honor

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	economic), be encouraged to join honor societies, be coached to take on social & educational projects & be encouraged to participate in special NJCU & EOF service learning projects and internship programs.	<p>Epsilon Honor Society.</p> <p>3. Continuing students will be encouraged to attend EOF advanced summer programs (Math, medicine & law).</p> <p>4. OSP students will be encouraged to participate in Career Planning & Placement internship Co-op opportunities.</p>	<p>Eligible OSP students will be informed & encouraged to join these advanced EOF summer programs.</p> <p>OSP students will be informed & encouraged to participate in at least one Co-op or internship experience.</p>	<p>Only two OSP students participated in these summer programs.</p> <p>Although we have data to show that OSP counselors have informed students</p>	<p>this honor society.</p> <p>The program will analyze the reason for this poor enrollment. Is it because the students do not know about the program, they need to work, or they have too many other commitments?</p> <p>The results demonstrate that the program needs to collect more data before it can create an action plan to increase</p>	<p>Society students based on the program's analysis.</p> <p>An action plan will be created to enhance recruitment into these specialized programs based on the analysis as to what keeps students from enrolling.</p> <p>An action plan will be created in F'17 to collect relevant data and then to create a plan that will, if</p>

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		5. OSP students will be encouraged to join the OSP Student Advisory Board, university clubs, fraternities, sororities, athletic teams, study abroad experiences, & university sponsored social service learning experiences.	OSP students will be informed & encouraged to be active in one or more of these university activities.	<p>about Career Planning & placement opportunities, we don't have data to let us know how many OSP students register for the opportunities or why they choose not to.</p> <p>At the current time OSP does not have data to indicate how many of its students participate in these activities.</p>	<p>OSP students' participation in Career Planning & Placement.</p> <p>OSP will need to collect data re: their students' participation in these university activities and then make determinations as to increase their students' participation.</p>	<p>necessary, recruit additional OSP students to enroll in Co-Op and internship positions.</p> <p>An action plan will be created to collect data regarding OSP students' participation in these activities & based on the data collected an additional action plan will be created to increase OSP student participation.</p>

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	questions on the State EOF's Annual Report	department will be able to create queries to obtain data that can be used to complete the State's EOF Annual Report.	department to develop queries. Queries will be tested. Glitches, if any, will be worked on. Query reported data will be reported on the 2017 Annual Report due October 2016.	Queries tested & glitches discussed & resolved. Done.	Process worked. Report successfully completed.	different than previous years. See above See above