



2024-25 FACULTY AND STAFF  
GRANT PROGRAM APPLICATION

Name of Project/Program: Career Services - Career Center Date: 5/30/24

Applicant's Name: Sharis Davoodi

GCC Position: Program and Services Specialist Department: Career Center

E-mail: sdavoodi@glendale.edu Phone x5403

Please check which category best describes your project:

- Arts & Culture
- Athletics & Fitness
- Career & Work Training
- College Operations & Facilities
- Humanities/Social Sciences
- Science & Technology
- Other

Amount requested: \$ 4000

Please attach a one- to two-page typed request that provides a comprehensive summary of your project/program and establishes the need. Please include the following:

- What do you propose to do?
- Who will be involved in the project/program?
- What are the benefits of this project/program to the students, college, and the community?
- How does this project/program support the College's [Institutional Strategic Plan](#)?
- Timeline for the project/program.
- How do you propose to use the funds requested? Please include specific budget information.
- Please list any other sources of funding you have applied for and include dollar amounts if already awarded.
- How will the Foundation's support be recognized?
- How do you plan to evaluate this project's success?
- If your project/program is successful, how will it inform your practice moving forward?

Please email this completed and signed form along with your proposal to [zjacobs@glendale.edu](mailto:zjacobs@glendale.edu)

**Submission Deadline – Thursday, May 30, 2024 by 5:00 PM PST**

**Your signature indicates approval of this request to the Glendale College Foundation**

Sharis Davoodi

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**Applicant's signature**

DocuSigned by:

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**Chair/ or Department Head Signature**

BADF89C8645D404

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**Print name of Chair or Department Head**

Andra Verstraete

Grant Review Committee comments and/or recommendations:

This grant was denied/approved on \_\_\_\_\_ The amount awarded is \$ \_\_\_\_\_

## **Foundation Grant Application:**

### **Career Services – Career Center**

**Sharis Davoodi**

**Program and Services Specialist**

#### **What do you propose to do?**

- Free Student Assessments to Support Students with Career Services and Guided Pathways. seeks funding for a critical project to support student career development and success completing their programs at Glendale Community College. The requested funding would allow Career Services to waive the student cost of career assessments. Students who are undecided on their majors or paths of study come to Career Services for career guidance and support, and career assessments play a pivotal role in facilitating students' academic advancement and career preparedness.

#### **Who will be involved in the project/program?**

- Career Center Staff Members, Career Counselors, and Director of Career Center

#### **What are the benefits of this project/program to the students, college, and the community?**

- As demonstrated by data and performance measures, the career assessment process increases student motivation for college achievement, reinforces their personal responsibility for informed career decision and action, and substantially increases student persistence, retention, and success rates.

#### **How does this project/program support the College's Institutional Strategic Plan?**

- Glendale College is applying the statewide Guided Pathways initiative to help students more easily navigate their GCC experience – to complete a certificate program or major to go on to transfer to a four-year college. The core of this process is for students to decide their "path" by identifying their Learning and Professional Pathway (LPP), which group majors by common subjects, careers, and course work. GCC's eight LPPs encourage students to select a pathway towards a degree or certificate and provide counselors and faculty tools to help students stay on and complete their path. Just as guided pathway's purpose is to ensure retention, completion, and employability, so too does the use of career assessments as part of the process. Undecided students who take career assessments upon starting at GCC will be able to choose a career path and identify their LPP early on. Taking career assessments and undergoing career counseling will directly support students to identify their LPP and therefore carry out Glendale College's Guided Pathways mission. The career assessment process is aligned with the Guided Pathways priorities to advance student progress in the areas of career planning, educational cycle, and smooth transition into the world of work. Currently, the out-of-pocket expense for a student taking career assessments is about \$32. It covers the cost of two key assessments, the Myers-Briggs Type Indication (MBTI) and the Strong Interest Inventory (SII). These career assessments are the career counseling industry standard used at colleges and universities nationwide. The grant will allow Career Services to alleviate the student cost burden and create an incentive for students to take advantage of the free career assessment process, subsequent counseling, and job search resources. Another assessment we want to be able to cover the cost for students is SkillScan. This assessment provides a fast, interactive, and intuitive-based process for identifying transferable skills – critical knowledge for identifying appropriate career options, college majors and training programs and planning skill development actions.

- Career Services has used this assessment for over 20 years and has completed numerous team training sessions hosted by the Program and Services Specialist (Career Services – Career Center), enabling staff and counselors to support students with their career development and skill identification. This assessment is an out-of-pocket expense for students seeking career counseling. The GCC Career Services counselors and staff serve a wide range of undecided students, involving every group of the GCC's student population. Reviewing career assessments during career counseling goes beyond addressing students' educational and career choices. It focuses on a wide range of work-related issues, such as job-search preparedness, adapting to a work environment, dealing with co-workers and supervisors, coping with change, as well as building additional skills necessary for professional growth and advancement. Moreover, the career development process promotes students' social engagement and offers individuals a sense of self-determination and confidence. We believe that creating a climate that allows students access to free career assessments is critical to their academic goal setting and achievement as well as to the institutional effectiveness of GCC.
- Considering the added challenges associated with current economic conditions and inflation, it becomes even more pressing for us to provide extra guidance and free career assessments for students who are struggling to identify their career goals and educational paths. Despite career assessments functioning as an integral part of the career counseling process, Career Services does not have a budget allocated toward career assessments. In the absence of any other sources of funding, the cost of assessments to the college is recouped by charging students assessment fees, which are then applied to purchase new assessments.
- The new Strong assessment will not require respondents to select a gender and does not use gender in the scoring and interpretation of results. Along with the new assessment, there will also be a new report that helps students explore academic and career pathways to find their ideal career.

▪ **Timeline for the project/program.**

Fiscal Year 24-25

▪ **How do you propose to use the funds requested? Please include specific budget information.**

- To purchase the assessments needed from Elevate (MBTI and SkillScan). It's an estimate of \$4000 for the fiscal year, we have 3 Full Time Counselors and adjunct faculty that use these assessments. An invoice can be provided.

▪ **Please list any other sources of funding you have applied for and include dollar amounts if already awarded.**

- In the past the GCC Foundation has assisted with this project.

▪ **How will the Foundation's support be recognized?**

- The funding provided for previous school years helped students begin the career counseling process with no out-of-pocket cost, and we hope to continue to offer this critical service free of charge for students. If awarded this grant, we will proudly recognize the award on the Career Services website and social media platforms, and publicly thank the GCC Foundation Office for their support of GCC student career assessments. Each time a student takes an assessment, they will know that the GCC Foundation is supporting their educational and career planning goals.

▪ **How do you plan to evaluate this project's success?**

- By measuring the number of tests completed.

▪ **If your project/program is successful, how will it inform your practice moving forward?**

- We will continue to apply for grants and ensure that students have access to these valuable resources to better help them select their LLP's and desired career pathways.