

ANNUAL REPORT 2004-2005

Office of Student Life: Summary

GOALS FOR 2004-2005:

1. Expand activities and services to reach all student groups.
2. Collaborate with faculty and staff to bring quality activities and services to students.
3. Provide complete information and services online.
4. Provide activities to promote student and staff growth.

OBJECTIVES TO MEET THE GOALS:

1. Provide a formal support network for special interest student organizations.
2. Expand the educational lecture series and publicize to faculty for use in supplementing their curriculum.
3. Work with faculty in each division to locate, develop and publicize jobs for students.
4. Assess and update all online services offered directly to student organizations.
5. Develop web-based programs in order that all employment related information and services are available online.
6. Offer a comprehensive community service activities program.
7. Implement a campus-wide program to promote an inclusive campus community.
8. Provide on-going leadership development opportunities for all students.

STATUS OF GOAL ATTAINMENT:

The Office of Student Life planned, promoted and implemented a variety of educational, social and community service programs throughout the academic year in the areas of co-curricular activities, leadership programs, student clubs and organizations and employment services. The use of technology to achieve all objectives was critical. The primary initiatives during FY05 included: promotion of cultural awareness programs, the creation of a comprehensive service-learning program, on-going program assessment and evaluation and an initiative to promote graduation.

STAFF OVERVIEW & ACCOMPLISHMENTS:

Liz Largent, Director of Student Life

B.A. Journalism and Broadcasting

M.S. Student Personnel Administration

Experiential Learning for Trainers, July 2004

Phi Theta Kappa Leadership Course Instructors Training, August 2004

Academic Impressions Conference, October 2004

American College Personnel Association Conference, April 2005

Oklahoma College Personnel Association Conference, May 2005

Johnson County Community College Site Visit, June 2005

Jon Horinek, Community Engagement Coordinator

B.A. Journalism

Campus Compact - Service-Learning New Professionals Institute, October 2004

American College Personnel Association Conference, April 2005
Oklahoma College Personnel Association Conference, May 2005
Johnson County Community College Site Visit, June 2005

Marcy Roll, Student Life Assistant
A.A.S. Office Administration
WOW Phone and E-mail Etiquette, November 2004
WOW Basis Excel Level 1, February 2005
WOW Word Level 1, February 2005
WOW Microsoft Word Level 2, April 2005
WOW Excel Level 2, April 2005
WOW Microsoft Word Level 3, April 2005

Karlen Grayson, Student Organizations' Assistant
A.A. Diversified Studies
B.S. Liberal Studies
WOW Requisitions, February 2005

Linda Fay, Employment Services Coordinator
M.Ed. Secondary Administration
Certification: Guidance and Counseling
OKC Public Schools District Family and Consumer Sciences Advisory Committee
Member
WOW PowerPoint Training, Spring 2005
WOW Grant Writing Session, Spring 2005
Ok Assoc. of Career and Employment Professionals Conference, October 2004
Ok Assoc. of Career and Employment Professionals Quarterly Meeting, April
2005
OKC Metro Employer Council Monthly Meetings
Regent's Taskforce for Alliance between OESC and College Employment
Services Member
OK-Ahead Conference, April 2005

Jessica Jones, Employment Services Assistant
A.S. Diversified Studies

Sheila Aldridge, Employment Services Assistant
B.S. Behavioral Science (80 hours completed)
WOW PowerPoint Training, Spring 2005

DEPARTMENT INITIATIVES:

Cultural Awareness:

This year flags representing our over 300 international students were dedicated in a display in the main building. In addition 15 events were held on campus highlighting the broad range of cultures represented by our student body.

Service-Learning:

This year a primary focus in Student Life was training and research related to formulating a plan to implement a comprehensive service-learning program throughout campus. The proposal contains a civic honors program, co-curricular service-learning opportunities, general volunteerism and faculty support for service-learning in the classroom. Partial implementation of the plan will begin in August 2005.

Assessment:

Assessment is an on-going emphasis throughout Student Life programs. During FY05 specifically, three unique assessments were conducted. The first was an assessment of all service and educational programs. Secondly, a needs assessment, as well as a service-learning assessment were conducted to gauge student interest in campus co-curricular programming in order that future planning may meet the needs of our dynamic student population. Finally, a community assessment was conducted in order to establish a service learning program that met the needs of both the community and the institution.

Graduation Initiative:

In order to assist in increasing the number of graduates, Student Life assumed responsibility for publicizing the benefits of graduating with an associate's degree to students. The initiatives included ads in the Pioneer, a graduation celebration in September, a mailing to 2000 students, promotional buttons, flyers, Frisbees and mugs, a final graduate pinning ceremony in May and a retention survey conducted in April.

Office of Student Life: Co-Curricular Programs

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Co-Curricular Program Summary

The Office of Student Life offered a variety of educational, social and community service related co-curricular programming throughout the academic year, with exceptional participation from students. The chart below indicates the type of events, number of events in each category and total number of participants in each category as compared to FY 03 and FY04.

Event Type	FY2003		FY2004		FY2005	
	# of Events	# of Participants	# of Events	# of Participants	# of Events	# of Participants
Social	27	8,547	26	4,655	34	4,788
Educational	13	871	33	5,007	109	15,495
Community Service	6	330	16	2,844	20	4,680
TOTAL	46	9,748	75	12,506	163	24,963

Fall 2004 Calendar Highlights:

Student Leadership Retreat, August 13 – 14
 Sponsors' Luncheon, August 18
 New Student Orientation, August 21
 Singer David Harris, August 23
 Singer Sean Smith, August 24
 Free Ice Cream, August 25
 Tye-Dye T's, August 26
 Student Org. Fair, September 1 – 2
 Rice Mania, September 1
 Blood Drive, September 1 – 2
 Mentalist Chris Carter, September 2
 Job Market Workshop, September 2
 PS II Games, September 8
 Day of Remembrance, September 9
 Adopt A Space Begins, September 13
 Study Skills Workshop, September 14
 Follow-Up Leadership Retreat, Sept. 15 - 16
 Mexican Independence Day, September 15
 Test Taking Workshop, September 16
 Study Skills Workshop, September 20
 Indy Cart Racing, September 20
 PSII Games, September 21
 Test Taking Workshop, September 22
 Anniversary Celebration, September 23
 Lecturer Jerry Apodoca, September 27

Mariachi Band, September 28
 Presidential Issues Debate, September 29
 Political Candidate Carnival, October 1
 Job Fair, October 6
 Lecturer Paul Jones, October 11
 Identity Fraud Workshop, October 12
 Airbrush Tattoos, October 13
 The People Speak Forum, October 13
 Self-Defense Workshop, October 14
 PSII Games, October 20
 Free Massages, October 21
 New Voter Workshop, October 26
 Time Management Workshop, October 26
 Halloween Carnival, October 29
 PSII Games, November 9
 Self-Advocacy Workshop, November 10
 Celebration of Heroes, November 11
 International Education Week, November 14
 Celebration of Culture, November 15
 Jahruha African Rhythms, November 15
 Alvaro's Brazilian Jazz, November 16
 Blood Drive, November 17
 Food Drive, November 29
 Blizzard of Bucks Game Show, December 1
 Decorate South Park Nursing Home, Dec. 3
 Art Show and Competition, December 7

Spring 2005 Calendar Highlights:

Tsunami Relief Drive, January 15
Free Hot Chocolate, January 18
Make A Frame, January 19
Tye –Dye T's, January 20
Leadership Workshop, January 22
Tax Assistance Begins, January 24
Networking Workshop, January 25
Student Org. Fair, January 26-27
Singer Sean Smith, January 26
Study Skills Workshop, January 27
Black History Photo Display, February
Home Buying Workshop, February 1
Decorate Nursing Home, February 3
Asia Cultural Week, February 7 – 11
PS II Games, February 8
Dog Training Workshop, February 8
Fantasy Sno Globes, February 10
Money Management Seminar, February 15
Beaded Necklaces, February 16
Blood Drive, February 16-17
Mardi Gras Dance/Casino Night, February 18
Black History Focus Week, February 21
Higher Education Day at the Capital, Feb. 22
Supreme Court Justice Lecture, February 22
PSII Games, February 23
African Rhythms with All Bostick, February 23
Civil Rights Leader Clara Luper, February 24
Region Food Bank Service Project, February 26
State Government Display, February 28
Job Fair, March 2
Community Clean-Up, March 5
PSII Games, March 7
Women's History Display, March 8 – 10
Speaker Jane Cox, March 9
Airbrush Tattoos, March 9
Transferring Workshop, March 22
Spring Family Carnival, March 26
Speaker Preacher Moss, March 29
Electronic Resumes Seminar, March 30
St. Louis Brass Band, April 5
Interviewing Workshop, April 7
Community Build Day, April 9
American Indian Heritage Week, April 11
Finals Preparation Workshop, April 12
Crazy Olympics & Jubilee, April 15
Blood Drive, April 20 – 21
Awards Ceremony, April 22
Graduate Pinning Ceremony, March 9

2. Welcome Week

During both the Fall and Spring semesters, a series of events were planned to welcome new and returning students to campus. Events included:

Fall 2004 – Singer David Harris, Singer Sean Smith, Free Ice Cream, Tye-Dye T's, Student Org. Fair, Rice Mania, Blood Drive, Mentalist Chris Carter, and a Job Market Workshop.

Spring 2005 Free Hot Chocolate, Make A Frame, Tye –Dye T's, Networking Workshop, Student Org. Fair, Singer Sean Smith, and a Study Skills Workshop.

3. Volunteer Income Tax Assistance (VITA) Program

Student Life, in conjunction with the federal Volunteer Income Tax Assistance program, coordinated efforts to provide free tax preparation assistance to students, faculty, staff and the Oklahoma City area community. Approximately 900 individuals were assisted and all forms were submitted electronically. The VITA site was offered from January 24 through April 14, 2005 on Monday through Thursdays from 9 a.m. – 3 p.m.

4. Voter Registration Campaign

In collaboration with The Leadership Council, several formal voter registration campaigns were held on campus in September and October 2004. Approximately 300 students were registered to vote during the formal campaigns. In addition, voter registration materials are available through the Office of Student Life on an on-going basis. Approximately 800 students were registered through the informal process.

5. Educational Lecture Series

4 formal lecturers were invited to campus throughout the year to speak to a variety of issues. Lecturers included:

American Politics

Lecturer Jerry Apodaca, Monday, September 27, College Union 1, 2 and 3, Noon

Jerry Apodaca graduated from the University of New Mexico in 1957. Always interested in politics, in 1975 Mr. Apodaca became New Mexico's 24th governor and gained national prominence as the first Hispanic governor in New Mexico and the country since 1918. During his tenure as governor, he reorganized state government, consolidated agencies and abolished several boards and commissions and was appointed to a national level position by President Jimmy Carter. Mr. Apodaca lectures in college's across the country concerning the dynamics of American politics.

Through Bravery & Courage

Lecturer Paul E. Jones, Monday, October 11, College Union 1, 2 and 3, 2 p.m.

With quick-wit and eloquence, Paul Jones captivates audiences concerning the challenges of living with and surviving a diagnosis of bipolar disorder. He exposes the shame and stigma that often surrounds mental illness. Mr. Jones refuses to hide and steps forward to help others better understand this common disease that routinely strikes during the college years and becomes more threatening with time if left untreated. He discusses a range of symptoms that initially seem attractive and engaging, yet eventually evolve into havoc and damaged relationships. According to Otto Wahl, Ph.D., "The courageous visibility of quite "ordinary" individuals who have had psychiatric treatment can go a long way toward reducing the stigma of mental illness, which has plagued us for so long."

The Life of Barbara McClintock

Lecturer Jane Cox, Wednesday, March 9, College Union 1, 2 and 3, 2 p.m.

Jane Cox is currently an associate professor and stage director for Iowa State University theatre. She has been involved in over two hundred-fifty productions as an actress, designer or director. Her one woman shows have been performed in over twenty states as well as the Kennedy Center and the Smithsonian. Ms. Cox will illuminate the life of one of the great women scientists of the twentieth century, Barbara McClintock, who endured trials and obstacles to win a Nobel Prize at the age of 81 for her discovery of "jumping genes."

End of Racism

Preacher Moss, Tuesday, March 29, College Union 1, 2 and 3, 2 p.m.

The "End of Racism" is not just the name of the tour, but a commitment that we all share. Preacher Moss approaches the discussion of race through laughter, respect and the humility of a man who felt the sting of racism for not just blacks, but whites, gays, latinos, as the poor and the underclass of America. Moss has a notable list of television appearances, including BET's Comicview, Politically Incorrect, Nightline (ABC) and the Latino Laugh Festival. He has performed with many artist greats including Maya Angelou, WAR, The Last Poets, Stanley Clarke, George Lopez, George Wallace, Will Durst, and many more.

6. Community Service Projects

20 community service related projects and activities were held throughout the year, with 4,680 participants, which was a 62% increase in the number of participants compared to FY04. Highlighted service projects included:

Blood Drives – In collaboration with the Oklahoma Blood Institute, there were 5 two-day blood drives held on campus. Average participation per drive was 62 donations.

Campus Adopt-A-Space – Student organizations were solicited to adopt 1 of 27 lounge areas across campus, which they would maintain throughout the academic year. 9 student clubs participated. Signs marked each space with the club's name and College logo.

Family Halloween Carnival – Student organizations worked in collaboration with the Office of Student Life and the Campus Activities Board to set up games and activities for children in the community.

Canned Food Drive – A canned food and clothing drive was held in November 2004 as part of National Family Week. Donations collected from students, faculty and staff were donated to the Loving Hands, Inc.

Spring Family Carnival - Student organizations worked in collaboration with the Office of Student Life and the Campus Activities Board to set up games and activities for children in the community during the Easter weekend.

Community Build Day – In a partnership with Neighborhood Service Inc. students painted the inside of a single-mother's home in an effort to make her transition from homelessness to job security and family success a better one.

Campus Clean-Up – Students spent 4 hours picking up over 10 bags of trash around the campus.

Bell Ringing – Students were invited to assist the Salvation Army efforts to raise money for needy Oklahoma families by ringing the donation bell from 8 a.m. to 8 p.m. on a Saturday at Crossroads Mall.

Food Bank – Students assisted the regional food bank in Oklahoma City by sorting and packaging donations.

7. Educational Programs

In addition to the educational lecture series, 105 educational events were hosted throughout the academic year, with a total attendance of 15,495 students, a 302% increase in activities and a 323% increase in attendance compared to FY04.

Highlighted programs included:

Brown Bag Lunch Series – The Job Market Today, Study Smarter, Test Taking Strategies, Behind the Scenes: 20 years in TV & Film, Identity Fraud, Self Defense, Introduction to Sign Language, Time Management, Standing Up For Your Rights, Movin On, Movin Out: Transferring, Get Ready for Finals, Lunch with the VP, Networking & the Job Search, Beginners Guide to Buying a Home, Basic Dog Training, Money Management, African Spirits & Stories, Electronic Resumes, Lunch with the St. Louis Brass, Interviewing to WIN!,

Celebration of Cultures – Jahruha African Rhythms, Alvaro's Brazilian Jazz, Hall of Nations, Parade of Nations.

Native American Heritage Week – Hall of Nations, Native Art Show, Guest Speaker Rep. Lisa Billy, Celebration of Song and Dance

Black History Month – “And They Called Us Colored...” Display, Supreme Court Justice Tom Colbert, African Rhythms with Al Bostic, Civil Rights Leader Clara Luper

Hispanic Heritage Week – Mariachi Band, Mexican Independence Day

Veteran's Day – Students involved in the Campus Activities Board sponsored a voter registration drive and provided political information bookmarks in recognition of Veteran's Day. Celebration of Heroes marked the installation of permanent veteran's memorial in atrium.

8. Social Events

A number of social events were held throughout the academic year. All events that were social in nature were selected by a committee of students to ensure the most appropriate expenditure for such events. Social events included:

Fall 2003

Singer David Harris
 Singer Sean Smith
 Free Ice Cream
 Tye-Dye T's
 Rice Mania
 Mentalist Chris Carter
 PSII Games
 Indy Cart Racing
 Airbrush Tattoos
 Blizzard of Bucks Gameshow

Spring 2004

Free Hot Chocolate
 Make a Frame
 Tye-Dye T's
 Singer Sean Smith
 PSII Games
 Fantasy Sno Globes
 Beaded Necklaces
 Mardi Gras Dance
 Airbrush Tattoos

9. Needs Survey

A survey of 100 randomly sampled students was conducted in January 2005 to assess student interest in co-curricular programs in order to assure that student monies are being properly allocated and that programs of interest reach the target audience. The results were as follows.

DEMOGRAPHICS

Age Range	% Represented
17-20	31%
21-25	35%
26-30	10%
30+	21%

Part-Time	Full-Time
22%	78%

Have Children	Do Not Have Children
41%	59%

Hours Spent On Campus Weekly	% Represented
1-10	28%
11-20	57%
20+	14%

RESULTS SUMMARY*

Topical Interest	% Represented
#1 Social	66%
#2 Presentation Related To Field of Study	56%
#3 Study Skills	45%
#4 Job Seeking Skills	44%
#5 Children's Events	37%
#5 Musical Performances	37%
#6 Sports Related	34%
#7 Community Service	33%
#8 Presentation on Current Issues	27%
#9 Finances and Budgeting	22%
#10 Story Tellers	14%

Days Available to Attend Events	% Represented
#1 Thursday	50%
#2 Tuesday	49%
#3 Monday	36%
#3 Friday	36%
#4 Wednesday	32%
#5 Saturday	31%

Times Available To Attend Events	% Represented
#1 11 a.m. – 1 p.m.	54%
#2 1 – 5 p.m.	47%
#3 After 5 p.m.	23%
#4 8 – 11 a.m.	16%

Preferred Method of Publicity	% Represented
#1 Banners in the main building	66%
#2 Flyers	65%
#3 The Pioneer	38%
#4 Banners in the college union	37%
#5 College web page	24%

* Multiple interest items could be marked. Percentages based on total # of students surveyed.

RESULTS BY AGE CATEGORY*

Age 17 – 20	Age 21 - 25	Age 26 – 30	Age 30+
Topical Interest	Topical Interest	Topical Interest	Topical Interest
#1 Social	#1 Social	#1 Study Skills	#1 Presentation Related to Field of Study.
#2 Musical Performances	#2 Job Seeking Skills	#2 Social	#2 Study Skills
#2 Presentations Related to Field of Study	#2 Presentations Related to Field of Study	#2 Children's Events	#3 Musical Performances
#3 Study Skills	#3 Sports Related	#3 Presentations Related to Field of Study.	#3 Social
	#3 Study Skills		
Days Available to Attend Events	Days Available To Attend Events	Days Available to Attend Events	Days Available to Attend Events
#1 Tuesday	#1 Tuesday	#1 Tuesday	#1 Wednesday
#2 Thursday	#1 Thursday	#1 Thursday	#2 Monday
#3 Monday	#2 Friday	#1 Friday	#3 Thursday
#3 Saturday	#3 Monday	#2 Saturday	#3 Friday
		#3 Monday	#3 Saturday
Times Available To Attend Events	Times Available to Attend Events	Times Available to Attend Events	Times Available to Attend Events
#1 1 – 5 p.m.	#1 11 a.m. – 1 p.m.	#1 11 a.m. – 1 p.m.	#1 11 a.m. – 1 p.m.
#2 11 a.m – 5 p.m.	#2 1 – 5 p.m.	#2 1 – 5 p.m.	#2 1 – 5 p.m.
#3 After 5 p.m.	#3 8 a.m. – 11 a.m.	#3 After 5 p.m.	#3 8 – 11 a.m.
#4 8 – 11 a.m.	#3 After 5 p.m.	#4 8 – 11 a..m.	#4 After 5 p.m.

*Multiple interest items could be marked. Percentages based on total # of students surveyed.

10. Educational Activity Assessment

Throughout the academic year, students who attended educational events were asked to complete a survey regarding their satisfaction with the event and how they believed attending such events contributed to the academic success and sense of connectedness. 498 total surveys were collected. Students were asked to rate their responses on a 1 to 5 scale, with 1=Strongly Disagree and 5=Strongly Agree.

Statement	1	2	3	4	5
This was a quality event.	1.4%	1.6%	7%	18.5%	71.5%
Attending events such as this helps me feel more connected to OKCCC.	2.6%	5%	18.4%	26.3%	47.7%
Attending events such as this contributes to my success in college.	2%	4.2%	16.5%	23%	54.3%

11. Service Learning Student Assessment

During the first two weeks of the Spring 2005 semester Student Life staff administered a Service-Learning Interest Assessment Survey instrument to a randomly selected group of students. 220 total surveys were collected.

DEMOGRAPHICS

Age Range	% Represented
19 or younger	20.5%
20-22	35%
23-26	21.5%
27-32	8.5%%
33 or older	14.5%

SEMESTERS AT OKCCC

One	11.5%
Two	25.6%
Three	15%
Four	24.7%
Five	7.9%
Six +	15%

MAJOR (TOP 3)

Business	19%
Nursing	16%
Visual Art	7.1%

HAVE YOU PARTICIPATED IN A SERVICE OPPORTUNITY?

Yes	37.9%
No	62%

DID YOUR PARTICIPATION AFFECT YOUR MAJOR SELECTION

Confirmed Selection	2.8%
Had No Effect	81.5%
Made Me Think About my Major	15%
Changed My Major	0%

RANK WHAT MOTIVATED YOU TOPARTICIPATE IN SERVICE

1 = Not a Motivator 5 = Major Motivator

Course Credit	3.5
Desire To Help Others	4.3
Experience/ Career Exploration	3.6
Social/Political Activism	3.1
Apply Classroom Knowledge	3.2
Knowledge	3.7
Skill Development	3.9
Personal Development	4.1
Enjoyment	4.1
Meeting Others/Social	3.8
Free Time	3.4

WAS THE SERVICE REQUIRED BY AN ACADEMIC UNIT OR PROFESSOR?

Yes	8.3%
No	92%

IF NOT, WAS IT OFFERED AS AN EXTRA CREDIT OPTION?

Yes	10%
No	89%

WOULD A SERVICE COMPONENT IN A COURSE AFFECT YOUR DECISION TO ENROLL?

Yes	32%
No	67%

IN GENERAL MY SERVICE WORK WAS

More Educational	10.6%
Equally Educational	58.%
Less Educational	30%

12. Service Learning Community Assessment

In the Spring of 2005 the Office of Student Life conducted a survey of 65 randomly selected non-profit agencies. 4 out of 5 indicated interest in becoming a partner agency and the vast majority of respondents indicated that volunteers were needed for skilled functions at sites. Full results are pending as surveys continue to be collected.

Office of Student Life: Leadership Programs

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. Sponsors' Recognition Projects

A number of activities and events were held throughout the year to recognize, thank and motivate our club sponsors who volunteer so much of their time and energy to assist our student organizations. Activities throughout the year included:

Sponsors' Newsletter – A total of 5 editions of the sponsor's newsletter were published between August 2004 and May 2005. The newsletter is titled "The Extra Mile" and serves as a method of communication, a resource guide and a source of motivation for club sponsors.

Sponsors' Luncheon – In August of 2004 a luncheon was held in honor of all club sponsors to thank them for their past efforts as well as for their service in the upcoming year..

Sponsors' Appreciation Week – In November of 2004 a week was set aside to recognize and give appreciation to the club sponsors. The Office of Student Life sent out cards and small gifts to each sponsor. Student organizations were given a card for members to sign and give to their sponsors, as well as encouraged to think of creative and individualized ways to thank their sponsors.

End Of The Year Recognition – In May 2005, each club sponsor was recognized with an engraved alarm clock to thank them for their year of service.

2. Student Leadership Activities

4 student leadership events were held in 2004-2005. The purpose of such leadership events is to assist in educating and motivating club sponsors and student organization leaders in order that they may achieve success within their individual groups.

Leadership events included the Student Leadership Retreat in August, two follow-up Leadership Retreats in September and the annual Student Leadership Workshop in January. A total of 172 sponsors and student leaders were in attendance at the four events.

3. Student Organization Fairs

2 Organization Fairs were held this year, one in August and another in January. The purpose of the organization fairs is to solicit membership in the various student organizations and to promote the formation of new clubs. During the August 2004 Organization Fair, a total of 817 students signed up for club membership, as compared to 684 in August 2003. An additional 850 signed up at the January 2005 Organizations' Fair, compared to 451 who signed in January 2004.

4. Student Awards Ceremony

The annual Student Awards Ceremony was held on April 22, 2005 in the general dining area of the College Union. Approximately 325 faculty, staff, students and community members were in attendance. One hundred and ten students were recognized during the ceremony for the achievements inside and outside of the classroom. Awards given included the Pioneer Award, the Student Organization Award, the President's Award for Excellence, the English Student Essay Award, scholarship recognition, a Certificate of

Achievement and recognition of honors graduates. In addition to the ceremony, a luncheon was held in honor of recipients of the President's Award for Excellence. Students receiving this award and the College's President's Cabinet members were in attendance at the luncheon. President's Award for Excellence recipients, who were participating in the commencement ceremony, were also honored during a reception at the Renaissance Hotel prior to the ceremony. Members of the Board of Regents, special guests and President's Cabinet members were in attendance at the reception.

5. Student Organization Jubilee & Crazy Olympics

The Student Organization Jubilee was held on April 15, 2005 at Earlywine Park in south Oklahoma City. The purpose of the Jubilee is to celebrate and recognize the accomplishments of the student organizations over the past year. The Crazy Olympics were held prior to the Jubilee, with 4 student organizations participating in the competitions. Approximately 50 students and sponsors were in attendance. Awards were given out as follows:

Crazy Olympics Overall – Black Student Association

Educational Event of the Year – International Student Association, Multi Cultural Explosion

Social Event of the Year – Black Student Association, Winter Ball

Community Service Event of the Year – Hispanic Organization to Promote Education, Christmas Party at Rockwood Elementary

Best Scrapbook of the Year – Black Student Association

Outstanding Member of the Year – Racheal Graham, Baptist Collegiate Ministries

Best New Member of the Year – Bashir Abdullah, Black Student Association

Club Officer of the Year – Carlos Robinson, Black Student Association

Sponsor of the Year – Hiafeng Ji, International Student Association

Other Nominees:

Rocky Chavez – HOPE

Monica Perez – HOPE

Susan Mills – BCM

LouDonna Jefcoat – Psch/Soc

Jessica Martinez Brooks – HOPE

Club of the Year – Black Student Association & International Student Association

6. Student Activities & Recognition Transcript

The Student Activities and Recognition Transcript or S.T.A.R.T. is a tool for students to use to supplement employment and college applications, which assists in demonstrating that the student has the necessary skills and experiences to achieve success. After extensive research and collaboration with various departments at the College, the transcript became a service available to students in July 2003. Currently there are 195 students utilizing the service, as compared to 110 in FY04.

Office of Student Life: Student Clubs & Organizations

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Overview

Throughout the year, a total of 39 student organizations were recognized as active, an increase of 8 student clubs over the course of the academic year. New student organizations or organizations that were re-organized in FY04 include the Paintball Club, Advocates of Peace, Business Professionals of America and the Society of Performing Artists.

2. Activity Overview

Student organizations held 194 events throughout the year, with almost double the attendance compared to FY04. Below is a summary of types of events, number of events held in each category and total number of participants who attended or assisted with events in each category. Information about club activities is based on event summary forms submitted by student leaders.

Event Type	FY2003		FY2004		FY2005	
	# of Events	# of Participants	# of Events	# of Participants	# of Events	# of Participants
Social	25	645	40	1,778	38	1,708
Educational	47	1,217	59	2,831	79	3,819
Community Service	8	95	23	375	16	1,179
Fund Raisers	32	381	43	1,554	61	5,002
TOTAL	112	2,338	165	6,538	194	11,708

In addition to club events, 579 club meetings were held throughout the year, as compared to 450 during FY04.

3. Student Organizations Overview

- **Phi Theta Kappa** is an international honor society for community and junior college students. Students who have completed 12 credit hours that apply to a degree program at Oklahoma City Community College and who have maintained a grade point average of at least 3.75 are eligible and will be invited to join. Eligible students are notified by mail and induction ceremonies are held in the fall and spring.
- **Psi Beta** is the national honor society in psychology for community and junior colleges. Psi Beta recognizes students with outstanding scholarship and an interest in psychology. The chapter will notify by mail those students who qualify to be members of Psi Beta. Students must have a cumulative GPA of 3.0 after at least 12 credit hours, maintain a "B" average in psychology courses and demonstrate a genuine interest in psychology.
- Students who receive an Oklahoma City Community College Regents, Presidents or Freshman scholarship are invited to become an active member of the freshman honors organization, **Scholars League**. The purpose of the organization is to help incoming freshman. Scholars League members are strongly encouraged to join other campus organizations and clubs. Scholars League is sponsored by the Office of Prospective Student Services. See website at www.okccc.edu/scholarsleague.
- **The Biology and Ecology Club** works to promote interest and awareness in the natural sciences and conservation, provides access to current topics, and a forum for exchange on these topics.
- **The Business Professionals of America**, Oklahoma City Community College Chapter, seeks to prepare students for careers in business and recognize them for their business skills.

- The **Computer And Design Society** is an organization of students and professionals whose purpose is to advance the science of computer and design. Membership is open to anyone with an interest in computer-aided design or computer graphics.
- The **Child Development Club** promotes awareness and professional development of child development and early childhood education as a career.
- **Cinematheque Society** enhances the film community at Oklahoma City Community College as well as the local Oklahoma City area. Cinematheque works with the Oklahoma Film Institute to bring in guest speaker workshops.
- The purpose of the **Engineering Club** is to promote interest in engineering education and professions. The club provides opportunities for students to learn the most recent developments in engineering through forums, small projects, guest speakers, and field trips.
- The **Health Professions Club** provides an opportunity for students who are interested in a wide variety of health-related fields to meet for the purposes of professional growth and social interaction, field trips and educational experiences. See website at www.okccc.edu/healthpr/.
- The **International Association of Administrative Professionals** provides educational and social activities for students involved in the office administration areas of study. Students have the opportunity to interact with guest speakers from various office professions. Membership is open to anyone interested in office administration and transcription.
- The purpose of **Literary Excursions** is to encourage the reading of exceptional works of literature, and for the open discussion of such works in a meeting of the minds.
- The **Oklahoma Biotechnology Association** encourages interest in Biotechnology, to provide student access to current topics and to promote the Biotechnology Program on campus and in the community.
- The **Oklahoma City Community College Student Nursing Association** is a locally organized constituent chapter of the Oklahoma Student Nurses Association. Activities are designed to contribute to the students' development as a member of the discipline of nursing through contact with others within the program as well as other programs throughout the state and nation. Membership is open to nursing students.
- The **Photography Club** brings photography lovers and students together to share tips, techniques and to critique each others' work. Their goal is to teach and learn about photography and occasionally break away for a field trip.
- The **Psychology and Sociology Club** provides students interested in understanding human behavior in any setting the opportunity to meet with groups or individuals with similar interests. Meetings are held once a month and guest speakers are present.
- The purpose of the **Student Emergency Medical Technician Association** is to promote interest in the Emergency Services professions and to provide access to current topics on Emergency Services by providing guest speakers and a forum for exchange of ideas on these topics.
- The **Society of Performing Artists** promotes the Colleges' theater arts program and provides an environment for sharing ideas and common interests related to theater and the performing arts. This group also assists with theater productions, which are presented twice each semester.
- **Student Occupational Therapy Association (SOTA)** increases social and educational opportunities for students enrolled in the Occupational Therapy Assistant program. SOTA also provides the opportunity for community service activities and projects that support and assist persons with physical or mental limitations.
- The purpose of the **Student Physical Therapist Assistant Organization (SPTAO)** is to increase educational, social and professional opportunities for students enrolled in the Physical Therapist Assistant program. This organization enables the student to network with fellow students and professional colleagues within the state and nation.
- The **Student Art Guild** is composed of students, professionals and anyone with a love for art. The group generally meets once a month for field trips to museums, demonstrations, or lectures. In addition, the Guild co-sponsors the annual Student Art Show, which is held on campus each spring.
- The **Student Oklahoma Education Association** provides an opportunity for Oklahoma City Community College students to investigate teaching as a career, to learn more about the art of teaching and to keep abreast of various curriculum requirements for education majors. This

organization also provides a venue in which students may interact with guest speakers, College faculty and fellow students who have a common interest in education.

- The goal of the **Writing Club** is to bring student writers of various genres together and work collectively and individually on different writing projects and to share, critique and learn from each others' works and inspirations.
- **Abilities Galore** provides mutual support for academic and career goals of students with and without disabilities. The group also coordinates activities to increase public awareness and understanding of people with disabilities.
- **Advocates of Peace** is a student organization which seeks to educate the college community on issues of peace and justice, to promote important advocates of peace and justice in our American and global culture.
- The purpose of the **Black Student Association** is to serve as a focal point for African-American students at the College by enhancing educational goal completion, by making a zealous effort to increase the retention of all students and by promoting awareness of the African-American culture.
- The **College Democrats** organization is designed to foster and promote a wide range of political viewpoints. Students are encouraged to participate in campaign issues, as well as current legislation that is before the Oklahoma House and Senate. This organization welcomes all students who have an interest in these issues and who have a desire to become involved through political action.
- The **College Republicans** organization serves as a training ground for future Republican leaders. College Republicans are not simply oriented toward political campaigns and candidates; they also focus attention on particular issues. College Republicans provide students with opportunities to demonstrate their leadership potential through political activism.
- The **Gay and Lesbian Alliance** promotes the health, rights and well-being of sexually diverse students, their families, and friends. The group offers support to cope with an adverse society, make available accurate information on the issues surrounding sexual orientation, and provides educational speakers with the goal of creating a society that is respectful of human diversity.
- The **Hispanic Organization to Promote Education** is a social organization for Hispanics and people interested in the Hispanic/Latino culture. This group plans activities on campus and offers service to the Hispanic community. See website at www.okccc.edu/hispanicorg.
- The **International Student Association** promotes educational opportunities among the international student community, encourages socialization with other students and shares other cultures with the College.
- The **Native American Student Association** is dedicated to the promotion and education of the ideologies of the ethnic spirit typifying the various representatives of indigenous tribes who attend Oklahoma City Community College. The organization supports cultural awareness by promoting and participating in social and educational events on and off campus. Membership is open to those interested in the cultures of Native Americans.
- The **Paintball Club** plays national collegiate paintball tournaments, and promote OKCCC in sportsmanship as well as performs community service projects.
- **PASS with CLASS (Parenting as Single Students with Critical Learning Activities for Student Success)**. This group provides the opportunity for single-parents to develop a network of other single parent students, and help each member be a more successful student, parent, employee, and community member. Activities are available for both members and their children throughout the year to build a solid support structure to enable a single parent to work at his or her full potential while in college.
- **The Leadership Council**, which is made up of one representative from each student organization on campus, plus at-large members through application, provides a forum for exchange of information between the student body and College administrators. TLC members have direct input into many of the decisions on campus that effect students, such as voting on potential fee increases or suggesting changes to enrollment procedures. Members of the group are also invited to serve on various administrative committees on campus, to provide the student perspective to decisions. This organization serves as a resource for the Vice President for Student Services and the rest of the Presidents' Cabinet, providing open, honest feedback about all aspects of the campus environment.
- **Alpha Omega** provides Christ-centered fellowship, equips students for today's Spiritual challenges and supports students with prayer.

- **Baptist Collegiate Ministries'** purpose is to provide Christian fellowship and encouragement for the campus community. Weekly meetings are held to help guide members in Christian growth and discipleship and involve them in responsible church membership.
- **Chi Alpha Christian Fellowship** has weekly meetings, which are open to students interested in fellowship with other Christians, as well as growing spiritually through Bible study, worship and prayer. Chi Alpha has college groups all over the nation and in other countries. See website at www.okccc.edu/chialpha.
- **Christians on Campus** provides a Bible study available to all students at the College. The goal of this organization is to promote spiritual enjoyment and growth.

Office of Student Life: Employment Services

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Overview

The Employment Services Office consists of 3 part-time employees. Linda Fay, Coordinator, Sheila Aldridge, Assistant, and Jessica Jones, Assistant. Following is a summary of yearly (11 months) activities from July 1, 2004 through June 2, 2005. Although we had fewer student contacts through the office, the number of students hired more than doubled this year indicating that more students are accessing our resources through our internet websites and group presentations.

2. Individual Student Contacts

Face To Face/In Office - 385 students and alumni

Employment Services College Website – Data not available

Oklahoma Career Information System Website – 1366

College Central Network Website Students 819 Alumni 63

3. Students Employed

There was a total of 601 students and alumni from Oklahoma City Community College hired, generating an estimated aggregate yearly income of \$9,388,332.00. Of the 518 with reported earnings, the average hourly wage was \$11.38.

4. Employer Contact

337 new employers listed jobs this year on our CCN job board. There were 1,192 total job openings listed. A comparison between April 1 – May 15 of 2004 and 2005 netted a 19% overall increase of job listings for 2005. An Employment Outlook Survey was sent to employers registered on our College Central Network Job board in November, 2004 to forecast hiring trends for spring graduates.

Response Summary of the Employment Outlook Survey for Spring 2005:

- Survey was sent by E-mail on November 10, 2004 to approximately 350 employers registered with the Office of Student Life Employment Services. After elimination of outdated or invalid contact information, the survey reached approximately 310 employers.
- Total number of responses from employers: 73 for a 24% return rate.
- Percentage of response by size of company: Small (under 100 employees) 52%; Large (100-499 employees) 38%; Very large (500+) 10%.
- Average number of employees per responding company: Small 41; Large 216; Very large 2552.
- 92% of employers anticipated hiring employees in 2005.
- Average number of projected hires among respondents: 103.
- Percentage of projected hires to be college graduates: Small 53%; Large 40%; Very large 40%.
- Majority of employers indicated that number of college grads hired will remain about the same as last year and not reflect an increase or decrease in number hired.
- Anticipated number of hires holding Associate Degrees: Small employers 20%; Large employers 47%; Very large employers 55%.

- Anticipated number of hires holding Bachelor's Degrees: Small 60%; Large 49%; Very large 43%.
- Among all employers, the majority of college level positions will be full time.
- Employers indicated about a 50/50 preference on seeking graduates with a particular major of study.
- The most popular preferred majors were: Nursing/Health professions; Business (including accounting/finance, marketing, sales, communication); Engineering, Education; Info Tech/Computer related.
- Primary sources in order of response frequency from which employers obtain employees:
 - Current employees
 - Newspaper ads
 - College employment services/job fairs/professors
 - Internet websites
 - Ads on company websites
 - Professional organizations or contacts
 - State Employment Services/Workforce OK
- Least used sources:
 - Private employment services
 - Trade Journals

5. On-Campus Recruitment

- Circuit City, 10/20
- Disney, 10/26, 2/8
- Harkins Theatres, 9/17
- Retailtainment 1/21
- UPS, 8/17, 8/18, 8/23, 8/26, 8/30, 9/7, 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/19, 10/25, 1/13, 1/19, 1/20, 1/26, 1/27, 2/9, 2/10, 2/16, 2/23, 3/9, 3/10, 3/24, 3/28
- Vector Marketing, 9/7, 9/8, 9/15, 9/20, 9/29
- Military, various

6. Job Fairs

Student Life Employment Services sponsored 2 job fairs for students and community in FY 2005, the Fall Job Fair in October and the Spring Job Fair in March. The Spring 2005 Job Fair was a dual fair of general employers and health occupations employers held in the College Union with differing hours to accommodate the Health Division. Forty-two employers attended in the fall, and sixty-six in the spring. The evaluations from both fairs were combined for the following summary and percentages rounded to the nearest percent. Eighty-six percent (86%) of the employers turned in evaluations with possible ratings of 1 to 5, with 1 being "Poor" and 5 being "Excellent."

- Ninety-five percent (95%) of the participating employers gave the job fairs an overall rating of excellent or good.
- Ninety-eight percent (98%) of the employers indicated they would return to another job fair.
- Fifty-four percent (54%) of the employer representatives indicated they had participated in a job fair in past years; seventeen percent (17%) either didn't know or didn't respond regarding previous attendance.

- Only two employers rated a category below average, one for parking and one for student participation.

SL Employment Services also co-sponsored a job fair with Workforce Oklahoma for the first time this year. A planning committee was formed with our office, and seventy employers attended on May 20. According to Workforce Okla. representatives, the fair received very good reviews from the employers. Workforce Oklahoma has requested that we schedule another one next May. All three job fairs were very well attended; however, there were fewer college students attending the May fair because the spring semester ended the week before.

7. Employment Services Brown-Bag Seminars

7 seminars were planned in the summer for the fall and spring semesters open to all students during weekday lunch periods. Attendance ranged from nine to 35 students with one seminar cancelled. Students evaluated the quality of the event using a scale of 1 (low) to 5 (high). Seminar topics and their average ratings are listed as follows:

- Sept. 2 – The Job Market Today and Tomorrow, Av. Rating 4.03
- Oct. 12 – Protect Yourself from Fraud & Identity Theft, Av. Rating 4.89
- Jan. 25 - Networking & the Job Search, Av. Rating 4.55
- Feb. 15 – Money Management, Av. Rating 4.77
- Mar. 30 – Resume Workshop, Av. Rating 4.53
- Apr. 7 - Interviewing to Win, Av. Rating 4.94

8. Group Meetings and Classroom Presentations on Campus

- Student Life Fall Student Leadership Retreat 8/13 & 8/14
- Faculty meetings & contacts – Met with each division in the fall to promote services and furnished resources including OKC Area Community Service Agencies booklets developed by Employment Services. (Linda, Sheila & Jessica) E-mails sent throughout the year to faculty interested in job opportunities and internships for their students.
- Sponsor for Baptist Collegiate Ministry – attended meetings as time allowed.
- 7/19 Alumni Organization – Met with the group to inform of services
- Gear Up Program Seniors- instructed on websites & services
- Ok. State Technology & Occupational Council, OKCIS Info., 9/8
- 6/22 Carlotta Hill's Study Skills classes – services & websites
- 10/7 J. P. Johnson's Foundations classes
- 10/11 Kim Jameson's Foundation class
- 10/26 & 10/27 Anita Williams' classes
- 11/8 Mary Turner's Careers class
- 11/10 Mark Sneberger's Study Skills class
- 11/15 Tom Kraft's OTA class
- 11/30 Marion Paden's Careers class
- 1/26 Anita Williams' Business classes – resumes & interviews
- 2/17 Becky Graves' Intro to Computers class
- 2/21 & 2/28 Marcelene Rodgers' Careers class
- 3/7 Charlotte Mulvihill's Bio Tech Class (Sheila)
- 3/28, 3/29, & 3/30 Anita Williams' Bus. Communication Classes
- Website links & interview skills
- 4/4 Carlotta Hill's Study Skills class
- 5/4 George Maxwell's Careers class
- Community Activities & Professional Meetings

- NE Academy, OKC Public Schools, Ira Thomas - Information and resources for his classes
- OKC Public Schools District Family & Consumer Sciences Advisory Committee member
- Capitol Hill Community Technology Center – Information and resources for classes
- WOW Spring Training Sessions (2) – PowerPoint Presentations & Grant Writing
- Audio Conference Best Practices on Advising – 5/12
- Okla. Assn. of Career and Employment Professionals – 10/28 & 10/29 Fall Conference; 4/22 Quarterly Meeting
- OKC Metro Employer Council – 10/19, 1/25, 2/15, 3/22, 5/17
- Regent's Task Force for Alliance between OESC and College Employment Services
- Healthback, Inc. (Employer) committee member for selection of Employees of the Year, 4/20
- OK-Ahead Conference – 4/28

10. Promotion and Publicity

- Tables in student traffic areas to promote office, websites, and job fairs: 8/21, 9/27, 9/28, 1/5, 1/6, 1/10, 1/18, 1/20, 1/27, 2/21, 2/22, 5/2
- Gift certificate drawings for resume entries on the CCN job board Sept., Oct. & Nov.
- Gift certificate drawing for alumni and students at Workforce OK Job Fair
- Cold calling employers, targeting medical & IT, for job fairs & listings on CCN
- Mailings to students with 45+ college hours inviting to job fairs
- Job Fair ads in Strictly Jobs, Daily Oklahoman, Pioneer, and OKC Chamber e-mails. Also banners, posters, faculty e-mails, etc.
- Promotional brochures for New Student Orientations each semester
- Bookmarks for OKla. Career Information System and College Central Network distributed in classes and around campus.
- New Employment Services bulletin board at entry to College Union.
- Periodic e-mails through the CCN website to employers and registered students and alumni advertising events.
- New periodic Employment Services column in the Pioneer titled FYI began in April
- Thirty-nine Pioneer promotions including articles and Highlights as follows:
- PIONEER 2004-05 Employment Services Promotions Articles

ARTICLES:

- 1.5/2/05- p.7, Workforce OK Job Fair
- 2.4/11/05- p. 5, Resume seminar coverage
- 3.3/28/05- p. 10, Proper interviewing skills (Interviewing seminar promotion)
- 4.3/21/05- p. 4, College job fair takes flight (Spring job fair coverage)
- 5.2/28/05- p. 7, Debt & Spending advice given free of charge (Money seminar promotion)
- 6.2/28/05- p. 12, ¼ page ad for Spring Job Fair; list of employers
- 7.2/21/05- p. 2, Editorial and Opinion page, Spring job fair coming up (job fair tips)
- 8.2/24/05- p. 5, Learn how to make your money work for you
- 9.1/17/05- p. 7, Employment Services website updated with categorized links
10. 12/13/04- p. 7, College offers help finding job
11. 11/1/0- p. 11, Nov 10 workshop to promote self-advocacy
12. 10/25/04- p. 11, ID theft solutions revealed to students
13. 10/4/04- p. 9, Fall Job Fair employers list/ad
14. 9/27/04- p. 6, Go job hunting in the union Oct. 6
15. 8/30/04- p. 8, Noontime seminars slated through spring
16. 8/30/04- p. 8, Students can win gifts for posting resumes online
17. 8/23/04- p. 5, Searching for a job online made easier
18. 7/5/04-p. 2, Editorial and Opinion page, More jobs for graduates (NACE article)
19. 6/7/04-p. 1, Students design college brochures

HIGHLIGHTS:

- 1.5/9/05 Workforce OK Job Fair
- 2.5/2/05 Workforce OK Job Fair
- 3.4/11/05 Disney World College Program

- 4.4/4/05 Disney World College Program
- 5.3/28/05 Professional Resume Development
- 6.2/28/05 Spring Job Fair
- 7.2/21/05 Employment Services Job Fair in March
- 8.2/7/05 Making your money work for you (2/15 Brown bag money seminar)
- 9.2/7/05 Employment Services Job Fair in March
- 10. 1/31/05 Employment Services Job Fair in March
- 11. 1/31/05 Making your money work for you (2/15 Brown bag money seminar)
- 12. 1/24/05 Employment Services offers networking seminar
- 13. 1/24/05 Employment Services Job Fair in March
- 14. 1/17/05 Employment Services offers networking seminar
- 15. 1/17/05 Employment Services Job Fair in March
- 16. 10/11/04 Disney recruiters to be on campus
- 17. 10/11/04 Giveaway for job seekers (resume incentive)
- 18. 9/27/04 Employment Service resume giveaway
- 19. 8/30/04 Economist to speak on job market
- 20. 8/23/04 Economist to speak on job market

FYI CORNER OR COMMENTS & REVIEWS PAGE:

- 1.4/4/05 College Education Effects on Hiring Stats
- 2.4/25/05 General Employment Services Info/Workforce Job Fair

11. Internet Resources and Websites

OKCCC Employment Services – This is updated regularly to include general information as well as a direct link to CCN, pages of upcoming events, majors to jobs, and links to occupational websites.

Oklahoma Career Information System (OKCIS) – is a very comprehensive career information website which was purchased for campus-wide usage. It includes detailed information on 500+ occupations (some with streaming video), several interest and work values inventories, job search skills, nationwide colleges/universities, and every program of post-secondary study offered in Oklahoma. Also included are extensive lists of public and private financial aid sources as well as Oklahoma wages and projections. Students may create their own portfolios to save information and make notes. It is updated annually.

College Central Network – was contracted and opened to register local employers with job opportunities for students and alumni. Jobs are listed as full-time, part-time, degree required, and internships. Employers are approved through the E.S. office and have the option of listing their own jobs and searching student resumes or having the office list for them. Students and alumni may register and search jobs from any location and have the option of uploading resumes which are also approved by the E.S. office.

12. Print Library

There are 82 books available for staff and students' use categorized as follows:

Career Information (29 Titles)

America's Top Computer & Technical Jobs	The Career Guide for Creative & Unconventional People
America's Top Jobs for College Graduates	College Senior's Survival Guide to Corporate America
America's Top Medical, Education, and Human Services Jobs	Dare to Change your Job & Your Life
America's Top White Collar Jobs	Dictionary of Occupational Terms
The Back Door Guide to Short Term Job Adventures	Dictionary of Occupational Titles
	Exploring Tech Careers Vol 1
	Exploring Tech Careers Vol 2

Follow Your True Colors to the Work You Love
 Great Jobs for History Majors
 Great Jobs for Communication Majors
 Great Jobs for English Majors
 Great Jobs for Foreign Language Majors
 Great Careers in Two Years
 Health-Care Careers for the 21st Century
 How to Make Use of a Useless Degree
 Internships 2005
 Major in Success
 The Occupational Outlook Handbook
 The Off-the-Beaten-Path Job Book
 Oklahoma Licensed & Certified Occupations
 Quick Guide to Career Training in Two Years or Less
 Quick Guide to College Majors & Careers
 What Color is Your Parachute?
 Why Aren't You Your Own Boss?

Resumes & Cover Letters (22 Titles)
 America's Top Resumes for America's Top Jobs
 Best Keywords for Resumes, Cover Letters, & Interviews
 Best Resumes for College Students and New Graduates
 Cover Letter Magic
 Cyberspace Resume Kit
 The Damn Good Resume Guide
 Dynamic Cover Letters for New Graduates
 Expert Resumes for Career Changers
 Expert Resumes for Computer and Web Jobs
 Expert Resumes for Health Care Careers
 Expert Resumes for Management
 Federal Resume Guidebook
 Gallery of Best Cover Letters
 Gallery of Best Resumes
 Gallery of Best Resumes for Two Year Degree Graduates
 Resumes for Accounting, Tax, Finance & Law
 Professional Resumes for Executives, Managers, & Other Professional Administrators
 The Quick Resume & Cover Letter Book
 Resumes for Health & Medical Careers
 Resumes & Job Search Letters for Transitioning Military Personnel
 Resumes! Resumes! Resumes!

Resumes for Social Services Careers
Specialty/Minority (8 Titles)
 The Career Guide for Indonesia Graduates of American Universities
 Career Opportunities for Minority College Graduates
 Career Success for People with Physical Disabilities
 Job Hunting for the So-Called Handicapped
 Native American Connections Yearbook/Directory
 No One is Unemployable
 Over-40 Job Guide
 Putting the Bars Behind You

Job Search Skills (19 Titles)
 A Foot in the Door
 Career Power (Resume & Interview Skills)
 The Challenge Guide: Job Hunting for Mid-Career Professionals
 Games Companies Play: Playing Smart & Winning Big in the High Stakes Hiring Game
 Getting the Job You Really Want
 Guide to Internet Job Searching
 How to Get Any Job with Any Major
 Interview Magic
 Introduction to Job Applications
 Job Finding Fast
 Job Offer! A How-To Negotiation Guide
 Job Search Career Checklists
 Job Search 101 (Comprehensive)
 Knock 'Em Dead
 Networking for Everyone: Connecting with People for Career and Job Success
 Ten Things Employers Want You to Learn in College
 The 101 Toughest Interview Questions
 The Quick Interview and Salary Negotiation Book
 Who Says There Are No Jobs Out There?

Directories (4 Titles)
 America's Top Internet Job Sites
 Career X Roads: Reference Guide to Job & Resume Websites
 The Directory of Websites for International Jobs
 National Job Hotline Directory

13. Video Library

The following list of videos is available to students and staff with a television and earphones for use at their convenience.

- Goal Setting and Career Exploration
- Goal Away
- 50 Best Jobs for 21st Century,
- Promising Careers without College Degrees,
- Promising Careers with College Degrees
- Job Search Process

- How to Interview Like You Mean It
- The Virtual Job Interview (DVD)
- Common Mistakes People Make in Interviews
- Quick Interview Video
- The Complete Job Application
- Employment Applications and Tests
- Getting the Job You Really Want
- The Interview II
- Make a Good First Impression
- Interviews: Tips and Traps (Australian film)
- Seven Phases of Interviewing
- Tapping the Hidden Job Market
- Top 9 ½ Ways to Resolve Conflicts
- Job Survival Skills
- 10 Ways to Lose Your Job
- 10 Basics of Business Etiquette
- Build a Network for Work and Life
- A Career in Ophthalmic Medical Assisting

14. Handouts

- Bookmarks for OKCIS and Career Central Network
- Diskettes containing an extensive list of links to Career Internet Sites by category as well as directions for writing resumes, application letters, and thank-you notes with examples.
- OKC Area Community Services Agencies booklets
- Employment Services tri-fold brochures
- 2005 Job Choices magazines (300 free with NACE membership)
- Awesome Applications article published by NACE
- Considering Your Own Business?
- Employment Services Links to Career Websites
- How to Write a Resume
- Informational Interviewing
- Interviewing to Win Handout
- Interview Preparation
- Job Interview Do's and Don'ts
- Job Seeking Skills
- Making a Good Impression at Your Next Job Fair
- NACE Job Outlooks for college graduates
- NACE National Salary Survey
- Oklahoma Job Market
- Okla. Jobs 2005 – 2012
- Pocket resume trifold card
- Put Your Degree to Work: The Job Market for Two-Year School Graduates published by NACE
- Salary Negotiation
- The Road to Employment for People with Disabilities booklet published by the Office of Handicapped Concerns
- Ten Ways to Get More Out of Your References Minichart from Career Opportunities News
- Wage Conversion Chart
- Write a Winning Letter of Application