On a beautiful day in mid-October, what should be done but get out of the office and enjoy the great weather? That’s precisely what the staff of Career Pathways at UACCM did on October 16, by participating in the campus’s Fall Fest.

In addition to delicious funnel cakes and multiple flavors of syrup for snow cones, students, faculty, and staff enjoyed a variety of booths sponsored by campus organizations.

A volleyball game (students vs. faculty & staff), slam dunk contest, and a rock climbing wall highlighted the day’s activities. With music blaring and sun shining, it was a great opportunity for members of the UACCM campus to kick back for a few hours.
During AATYC, I had the pleasure of hearing Governor Mike Beebe speak about the value of two year colleges and the positive impact they have on the economy.

According to Gov. Beebe, Arkansas is one of only four states that is not operating in a deficit this year. The state tapped into rainy day funds, to accomplish this, but what better way to use them than education and infrastructure?

Career and technical education are vital to our economic sustainability. This is also noted on the AATYC website, which outlines that the job of Arkansas Two Year Colleges is to:

1. Offer accessible affordable opportunities for individuals to achieve personal and educational goals with an Individual Employment Plan
2. Instill confidence and motivation for continuous improvement via lifelong learning
3. Enhance an individual’s role, worth, and security in the workforce as a productive member and in value added teams
4. Provide employers with a competent, highly skilled, trained, and retrainable workforce to meet global competition and technology changes.

Career Pathways works to ensure that all of these measures are met. First and foremost, employment is our goal. Every student completes an Individual Career and Academic Plan (ICAP) and an Individual Employment Plan within 30 days of enrollment in our program.

Students enter an approved high wage high demand career path. These paths are mapped and researched to ensure that the student is able to find a job locally, in their major, and is able to make a living free from government assistance.

We require students to earn an Employability Certificate, which ensures that they have the necessary skills to obtain and retain work. Students are tracked one year from completion to ensure that they have entered the workforce and have the tools to succeed.

Career Pathways has several programs in place or development to answer the charge of Governor Beebe. This could not be possible without the hard work of my wonderful staff and the great partnership that we have with the UACCM campus. Here’s to a great year!

For more information on AATYC and Workforce development visit www.aatyc.org.

Continued on next page
Letting Go of the Clutter in our Lives

We all have a little clutter in our life. It may be at home, our office; anywhere we spend a majority of our time. From time to time it is a good idea to “declutter” our life and get rid of things we really do not need.

I recently attended an informative session at the AATYC conference on de-cluttering and brought back some useful information to pass along. I have put together a few helpful tips to make life easier as we clean up our daily clutter. The first thing you will have to do is ask yourself what do I get rid of and what do I keep? Here are some helpful questions to ask.

- Do I love this item?
- Have I used it in the past year?
- Is it really garbage?
- Do I have another one that is better?
- Should I really keep two?
- What is the sentimental value?
- If I throw it away today, could I replace it if I needed it later?
- If my office burned down, would I even know it was missing?

Once you have answered these questions, then you can begin to de-clutter your life. It is a good idea to set goals and time limits when you begin to clean up around you. Be sure to make it a realistic goal with realistic time limits.

Make lists with your goals clearly defined. By making lists, you can keep on schedule with your project. We all know that interruptions happen; it’s a part of life. If we make lists, we can easily pick back up where we left off when we are interrupted.

Use storage bins to store articles as you sort through it. Storage bins come in all shapes and sizes. They can be stored in a closet, cabinet or supply room for easy access. Using storage bins will keep like articles together in one convenient spot.

Make sure everything has a home. You can store your pens in a pencil cup or drawer. Stash your stapler and tape dispenser somewhere convenient, but out of the way. This way, everything is readily available when you need it.

When disposing of old papers and cardboard, remember to recycle whenever possible. If we take just a few minutes each day to put things back in their place when we are finished using them, we will not have to spend as much time de-cluttering around us.

2. Early assessment. Nearly 70% of students require some form of academic remediation. Our Bridge Academy is developing “Boot Camps” to foster development in the most common areas of remediation.

3. Focus on “Front Door”. Establishing an early connection between the campus and students is vital. Workshops offered by CP include not only our staff, but also local community and business leaders.

4. Mandate what works. We know what helps generate successful students, so CP requires the use of campus and area resources, as well as attendance at workshops and our annual meeting.

5. Develop a Culture of Evidence. It isn’t enough to say “We’re doing great”; we must prove that fact. CP is examining our programs and their (see “Effective”, p. 6)
Many students reap the benefits of our program academically and financially while they’re in school. However, so many of them forget that our main goal is to get them work-ready...and to ultimately get them employed! That’s where I step in. I’m here to ensure that our students get employed in a high wage/high demand career making at least $10/hour.

You may ask “what are some things that can help me land that great paying job?”. Well, here are some tips. I’ll call it Business Etiquette 101 - The Three A’s (Academics, Appearance, and Attitude).

**Academics**
- Study, Study, Study!
- Make personal goals for yourself in all of your classes.
- Don’t withdraw from a bunch of classes.
- Have a great final transcript to hand to your potential employers—it really DOES matter!

**Appearance**
- **Hair & Makeup**— Have a simple hair style (and make sure it’s out of your face), keep your makeup simple & clean (less is more!), remove any facial piercings, remove any nail polish, and cover any tattoos.
- **Dress**— Avoid trendy fashions, wear clothes that you’d wear on the job, wear clean & freshly pressed clothes, check your clothes for any holes or strings & make sure they fit, avoid excessive jewelry, avoid loud fashions, bright colors, and patterns that clash.

**Attitude**
- Before, during, or after the interview you should not be: pushy, loud, a gossip, a motor-mouth, argumentative, or lazy.
- You should: smile, have nice things to say, listen, show respect, have a sense of humor, and be courteous.

If you follow these rules of thumb, it will greatly increase your chances of employment! Remember, I am here to help with resumes, cover letters, interviewing skills, etc. at any time. Your success is our success!

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**First Bridge Academy Graduation Scheduled**

November 18 will mark the first graduation ceremony for the Bridge Academy of Career Pathways at UACCM. Program participants completing all work will have received the Employability Certificate, Career Readiness Certificate, and learned “soft skills” employers seek in new hires.

Participants in the Bridge Academy prepared core documents, including a résumé and cover letter, as well as interview and business etiquette skills. Bridge Academy participants design a career and academic plan for themselves, helping them get on track for their future careers.

Graduation is set for November 18 at 11:00 a.m. in the Fine Arts Auditorium. UACCM faculty and staff are invited to attend the ceremony.
A Change of Career, A New Learning Experience

A few weeks ago, I began a journey back into my professional heart and soul, a journey that ultimately led me back to working in education. Having earned a MA in Communication in 2005 from Missouri State University, thoughts of a PhD zoomed through my mind. The reality was, however, that work experience came first, and I accepted a position at a Catholic bookstore in southern Missouri. Working there five years offered a great experience in customer service, but a part of me kept yearning to return to my bachelor’s field of study, education.

After an exhaustive search, I received an interview for the Curriculum Coordinator position with Career Pathways at UACCM. That interview led me to this beautiful campus, filled with talented and dedicated students, faculty, and staff.

In my short time on campus, the single most valuable thing I’ve learned has been making a connection between the campus and our students. Getting technical training is great, even vital, but it’s such a small part of what we do. UACCM works with community and industry leaders, and offers every available campus resource to provide our students with a truly encompassing education experience. When we work together, there’s nothing we (and our students) cannot accomplish.

Another thing learned quickly was that I can do way more than imagined. Having always had a slight fear of heights, climbing three-story walls isn’t my idea of a good time. But challenging myself to try something new offered a worthwhile, memorable experience.

The coming weeks will see some changes in the way Career Pathways helps our students, and I’m excited to be a part of this change. We hope to provide our students with a productive experience and a great environment for learning. We also hope to challenge students to reach their fullest potential, or as Stephanie Ellis reminds us, to be a shining star!

Plans for Spring 2011 Bridge Academy in Development

The first term of the Bridge Academy is nearly complete, and our staff has been establishing goals and objectives for the next group of participants.

It is the hope of our program to develop the academic and professional abilities of participants. Offering opportunities to earn both the Career Readiness Certificate and Employability Certificate, as well as workplace and academic workshops, we hope to foster confidence and leadership in Bridge Academy participants.

The revised program will include individualized academic development in Math, English, and Reading. Participants will develop a portfolio, as well as participate in interviews, led by the CP staff.

The Spring 2011 term will begin February 1, and more information will be released as available.

“Reading is to the mind what exercise is to the body.
~Joseph Addison~
The 2010 Conference for Arkansas Association of Two-Year Colleges provided our staff with a range of workshops and seminars designed to help our program offer the best resources for our students.

Beginning early Monday, members of the staff attended a session on the new developments for PLATO web tutoring software. The update (available Summer 2011) will be more user-friendly, including space on the home page for instructor notes and information.

Workshops provided opportunities to network with other schools’ Career Pathways programs. These sessions broadened our base of ideas, inspiring our staff to think of new workshops and seminars, such as academic boot camps. We also expanded ideas for engaging students and maintaining contact.

We are exploring our current file maintenance and program assessment, with hopes to offer forms and applications online in the near future, lessening our need for paper. One goal we have for our program is to develop a student organization. It is our hope that this will allow our students opportunities to network with local businesses and community leaders, as well as share ideas and talents with one another. We hope to have this organization in place by Fall 2011.

The staff is examining programming that would reinforce soft skills learned while earning an Employability Certificate. The long-term goal of this is to offer a multi-level certificate, helping encourage students to strive for excellence and continue developing skills and abilities.

Our staff enjoyed the time to hear what other programs are doing. Still, we know that our work is just beginning, as we prepare and implement new ideas.

**Conference Assists Career Pathways Planning**

**Effective, continued**

effectiveness, especially in target areas of academic progression and student employability.

6. **Laser-like focus on Developmental Education.** Many students simply are not ready for college-level courses. The Bridge Academy assists students in developing Math, English composition, and Reading comprehension skills.

7. **Identify & implement academic practices that really work.** Developing practices that truly help students is a chief goal. CP is currently seeking new ways to partner with UACCM to ensure the current and future success of our students.

8. **Hiring is “job one.”** Spending time finding quality staff is important to us. CP is now fully staffed, and operating under a “can do” vision for our future. Our staff is qualified for each position, and dedicated to the success of students.

9. **Engage adjunct faculty in creating culture of success.** CP is currently seeking input from some of UACCM’s adjunct faculty members to revitalize and enhance our tutoring and preparation programs for Math, English, and Reading.

10. **Leadership Matters.** We must commit our campus to a climate of leadership that enables student success. CP is researching new ways to encourage our students to be leaders, from study groups to alternative opportunities.

We are proud of our Career Pathways students and our program. With these current and future successes, we hope to shine the spotlight on our program’s and students’ success.
We are incredibly proud of our campus’s Career Pathways students, but we are even more proud when they achieve beyond expectations! That’s precisely what happened when Shawna Shannon, a Career Pathways student, was named as UACCM’s Academic All-Star at the AATYC conference.

Shawna is currently planning to become an English, writing, and literature teacher with a KIPP (Knowledge is Power Program) school. She is a member of the US Army Reserve, a former volunteer for Boys and Girls Club of Conway, and a former board member for the Greenbrier Youth Baseball Association. She believes one of her greatest experiences is seeing her own children work at school because of her accomplishments at UACCM.

Academic All-Star Also Career Pathways Student

Students weren’t the only ones recognized at AATYC in October. The Arkansas Association of Two-Year Colleges annual conference is a celebration of all the great people and practices that come from schools like UACCM.

Each year at AATYC, campuses from across the state acknowledge one faculty member and one staff member who go above and beyond the call of duty. This year’s winners include two people whose work directly affects students’ progress.

Tom McLeod uses humor, theatrical skills, and real-life applications to help students better understand mathematical concepts. Mr. McLeod’s uses his own experience as a non-traditional student to connect with students in his developmental math courses at UACCM.

Teresa Cash is the director of Financial Aid. Serving on boards for both the Arkansas Single Parent Scholarship and the Single Parent Scholarship fund of Conway County, she helps Career Pathways students in more ways than we know!

While the staff of Career Pathways strives to assist students in every capacity of their academic and professional progress, we cannot do it alone. We want to acknowledge and thank the outstanding staff and faculty at our campus for their hard work and dedication to our entire student body.

Way to reach for the stars!
Career Pathways Receives Performance Award

Staff from the 25 Career Pathways offices gathered at AATYC, with their chancellors, for a luncheon. The meal was a celebration of program successes, and included the presentation of performance awards to each institution.

UACCM received incentive funding in the amount of $18,003.39. This money—beyond the base budget, and earned by our CP office, is based on performance measures stated in the Career Pathways Initiative Plan. The plan is developed jointly by the Arkansas Department of Higher Education (ADHE), Arkansas Department of Workforce Service, and the Arkansas Workforce Investment Board.

Performance goals target four areas of program development, designed to meet each campus’s specific office. The four areas include:

- **Enrollment** (including new student enrollment & TEA clients)
- **Attainment of Certificate or Degree** (all certificate levels: Proficiency, Technical, and Associate of Applied Science)
- **Entered Employment** (at least 55% of all completers must match UI data in state; new employees must earn at least $1,000 in three months; employment in area of study)
- **Employment Retention** (at least 80% of those entering employment will still be employed at six and 12 months)

One million dollars of the statewide grant is set aside for performance funds. This money is allocated by the measures (in a weighted system), and is divided between all 25 participating schools.

The incentive money earned for Fiscal Year 2010 is based entirely on performance of Fiscal Year 2009. Currently, the CP staff at UACCM is exceeding expectations for the 2011 goals.

The initial goal for CP enrollment at UACCM was 209 students, with 42 new students. As of November 1, 2010, our current list includes 353 students (65 new). We currently have 23 current TEA clients, nearly doubling our goal of 12.

Our Certificate & Degree Attainment goal is well on its way to being complete. With an initial goal of 105 certificates, we currently show over 35 recipients. With a full staff, we hope to be able to track students more readily for certificate and degree completers.

Our students have both obtained and maintained employment well. As of November 1, we have met our 80% goal for six months of employment retention. That includes 18 of 21 completers.

This incentive funding allows us to offer more training and better resources for our students. Proud as we are of our past performance, we look forward to exceeding goals in the coming year!

<table>
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<th>CERTIFICATE OR DEGREE ATTAINMENT</th>
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<tr>
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</table>

Chart: Performance incentive by Certificate/Degree, coupled with TEA/Work Pays status. One of several factors figured into our annual performance award.
A Fun and Spooky Halloween in Kirk Building

It was no trick, but many treats were given out to the children from Earl Love Child Study Center. The children and teachers walked across the parking lot to the Kirk Building, where offices and classrooms provided candy to the children.

Our own staff even got into the Halloween spirit, dressing up for the day.

This is just one more way our staff is part of the UACCM campus, and proud to take part in campus-wide activities.

Earl Love students were not the only children at Career Pathways on October 29. Other Career Pathways parents brought in their own children, as well. Below are some snapshots taken throughout the day.

Above: Sophie Campbell and her child participate in Trick or Treat at Kirk Building.

Far Left: Lauren White and her child stopped by our computer lab to finish a paper.

Left: Our own UACCM grad and Administrative Specialist, Denise Wells, waves to the camera for Halloween.

Above Left: Office Barbie (as played by Brittany Vanderpool) helped students find employment.

Above: Our own director, Stephanie Ellis, in Halloween spirit and colors.

Left: Kimberly Harrell completes an assignment in the computer lab.
Important Dates

- **November 1-12**  
  Pre-registration for Spring classes

- **November 6**  
  Ms. UACCM pageant

- **November 15**  
  Class schedule & book request due for Spring 2011 *(Bring to Career Pathways Office by 4:30 p.m.)*

- **November 18**  
  Bridge Academy Graduation, 11:00 a.m., Fine Arts Auditorium

- **November 24-26**  
  Thanksgiving Break (all university offices closed)

- **November 30**  
  Career Pathways Information Session, 1:00 p.m.-2:30 p.m.

- **December 3**  
  Career Pathways Regional Workshop (CP Office closed)

- **December 9**  
  RN Pinning Ceremony

- **December 10**  
  PN Pinning Ceremony

- **December 16**  
  Career Pathways Information Session, 1:00 p.m.-2:30 p.m.

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