

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Thursday, April 8th, 2021

**Time:** 10am-11am

**Location:** Zoom (<https://wwu-edu.zoom.us/j/98737247630?pwd=T21KdmhxWHdhWnF6SGUrd0svenFaUT09>)

**Attendees:** Beth Boland (Woodring), Cristina de Almeida (CFPA), Dawna Drum (CBE), Craig Dunn (Graduate School), Johann Neem (CHSS), Mary Sass, Effie Eisses (Career Services), Shevell Thibou (WWU Libraries), Peggy Watt (CHSS), Sarah Atterberry (Student Rep)

**Guests:** Julina Pyanoe (Career Services Center)

**Time Topic Presenter**

10am-10:15am Housekeeping Mary/Sarah

* CSIAC website is live. Please take a moment to visit—it looks great!
* Effie Eisses, Director of the CSC is the new CSC representative on the CSIAC.
* Joshua Porter & CSC staff will join us during the May 8th CSIAC meeting. Joshua will provide an overview of the Methow-based Community Learning Program.
* Sarah created a spreadsheet that provides an overview of career services/pathway data collected in colleges. She is making some minor updates and will send it to the committee when finished.

10:15am-11:00am CSC Updates Julina/Effie

* Overview of Handshake
  + Julina Pyanoe provided an overview of Handshake’s capabilities and led CSIAC members through a brief tutorial for using Handshake.
  + Handshake provides significant amounts of data and gives CSC opportunities to target certain student populations.
  + At this time, Handshake does not link students with on-campus employment. This is managed by the Student Employment Center.
  + CSIAC faculty/staff members can currently register for a student account here: <https://www.wwu.edu/careers/handshake.shtml>. Please contact CSC directly if you are interested in having more administrative access (possibly available once launch is completed)
  + Handshake will now be used to host virtual career fairs. Students can register for the career fair beginning on April 12th.
* CSC reorganization & other updates
  + The Assistant Director of Employer Relations & Outreach is currently vacant. CSC hopes to begin hiring process sometime this summer.
  + Effie Eisses provided an overview of the evaluation process currently underway in CSC to determine if a reorganization is needed. Mary Sass is facilitating conversations with Effie, Sara Wilson (Senior Director, Student Success Initiatives) and Megan Galley (HR) to identify gaps in current operations. Once gaps are identified, the organizational chart and job descriptions will be evaluated to determine if changes are needed.