

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Thursday, Dec. 3rd, 2020

**Time:** 4pm-5pm

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

**Attendees:** Beth Boland (Woodring), Cristina de Almeida (CFPA), Craig Dunn (Graduate School), Johann Neem (CHSS), Mary Sass, Jenny Spurgin (Career Services), Peggy Watt (CHSS)

**Time Topic Presenter**

4pm-4:10pm Housekeeping Mary/All

* Winter 2021 Meeting Schedule:
  + Jan. 12/Feb. 9/March 9 @ 11am
  + Mary sent Outlook request w/ Zoom information included
* Wage Study Report:
  + Mary will reach out to John Krieg (Office of Institutional Effectiveness) to schedule a presentation of the Wage Study Report.
    - Targeting either Feb 9th or March 9th meeting
    - Will also invite Brett Jordan & PJ Ohashi (Alumni Board Career Networking & Preparedness Committee)
* CSIAC Webpage Update:
  + Effie wants to include a CSIAC page on the CSC website
  + Sarah will reach out to committee members during winter quarter to gather bio and photo

4:10pm-4:30pm College Data Gathering Updates Mary/Craig

* Update on College Data Collection
  + Craig is currently collecting career preparation data from Huxley and Energy Studies. He will send data to Sarah when complete.
  + Shevell is collecting data from the Research & Writing Studio, Tutoring Center and Subject Teams. She will send data to Sarah when complete.
  + Mary will request information about the CBE Professionalism Task Force. Any information she gathers will be sent to Sarah.
* We will review the college data in more detail once information is added
  + Projected timeframe: January-February

4:30p-5:00pm CSIAC 2021 Action Plan Jenny/All

* What data can we access from CSC?
  + Advisor Track: tracks career counseling (# of hours, counselors, types of appointments, etc.)
    - Note: will soon be replaced by SSC
  + Viking CareerLink: identifies #s and types of employers, #s of job/internship postings, career fair information, etc.
    - Note: will soon be replaced by Handshake
  + Office of Institutional Effectiveness: collects wage/employment data
    - Reports national benchmark: 6-month graduate outcomes
    - May be able to report longitudinal data
    - WWU accesses WA state data. National data is unavailable at this time.
  + CSC Exit Surveys: tracks student reactions as they leave CSC appointments
    - approximately 18 months of data available (prior to remote learning)
  + CSC Student Outreach Calls: 25-30% of WWU graduates were contacted during Summer 2020
  + Canvas: identifies seniors who access CSC Canvas page
* What data would we like to collect (if possible)?
  + Information about students who don’t access CSC resources
  + Employers who actively hire WWU graduates
  + What impact WWU students have on various employers
  + Information about Veterans, BIPOC students, LGBTQ+ students, graduate students, students w/ disabilities, etc.
    - Who accesses services?
    - Who doesn’t access services?
    - What perspectives exist?
    - Etc.
  + Alumni Association data available in People Grove/Handshake
  + Whether career support data is collected during health/counseling center intake
* Action Items:
  + Jenny will reach out to Kelly to see if he can pull CRNs for classes where CSC representatives have presented
  + Jenny will send a link to the Wage Report Data
  + Mary will schedule meeting w/ John Krieg
  + **Next Meeting:** Tuesday, January 12th 11am-12pm via Zoom