

**MEETING MINUTES**

**CS Internal Advisory Committee**

**Date:** Tuesday, February 9th, 2021

**Time:** 11am-12pm

**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, Jenny Spurgin (Career Services), Shevell Thibou (WWU Libraries), Peggy Watt (CHSS), Sarah Atterberry (Student Rep)

**Time Topic Presenter**

11am-11:10am Housekeeping Mary/All

* Reminder: Meeting w/ John Krieg (Wage Study Report/WELS Survey) scheduled for March 9th
	+ Please email Mary with questions you have for John
* CSIAC webpage
	+ Please review the documents Sarah created and respond to her by the end of the week (2/12/2021) with any updates.

11:10am-11:40am Handshake & Data Gathering Updates Jenny/Sarah

* Update on Handshake implementation (Jenny)
	+ Handshake will be implemented across the university in spring 2021.
	+ Six years ago, Handshake moved in as an industry disruptor, replacing the market leader Simplicity, which is branded as WWU Viking Career Link.
		- Now most Universities use Handshake.
		- This switch makes it easier to bring in recruiters already familiar with Handshake, making WWU more accessible to the market.
	+ Handshake Roll out:
		- Employers will be able to access WWU on March 8th where they can set up their account and register for future Career Fairs. This way employers can post jobs before students are viewing their profiles.
		- Students will be able to access on March 29th
			* Students will be able to use their universal sign on to access ghost accounts already waiting to be made live.
			* The goal is to have 70% of seniors activate their account by June.
	+ Selling points of Handshake:
		- The program is synced to Banner Weekly, meaning when a student changes their major, focus, or class year the account will be automatically updated.
		- Seattle employers are already familiar and posting jobs on Handshake.
		- Career Services plans to import five years’ worth of Alumni, those who have graduated more than five years ago can request access.
		- Job postings can be posted directly to sites with a tailored interest of students, so viewers can see what is most relevant to their career path.
	+ Career Services is planning on creating training videos for students and a town hall to answer employers’ questions.
	+ Career Services will be phasing out Viking Career Link over the summer and may be unviewable to students’, but data can be retrieved for students.
* Update on CSC classroom/student club data (Sarah)
	+ Sarah worked on organizing the CRN data Jenny provided for the group.
	+ The data is organized by College with the date, time, CRN, instructor, and topic (if provided).
	+ Sarah noticed that the same instructors and clubs bring in CS Representatives annually.
		- This is an opportunity to create a survey to determine why the same instructors invite CSC representatives into their classrooms.
		- This data will be used to identify and reach out to the gaps in CS presentations.
* Update on college data collection (Sarah)
	+ Organizing data based on networking, skill development, practical experiences.
		- Sarah and Mary identified some standard practices that are always essential to career development.
		- Sarah has begun using these standard practices to analyze the College Surveys collected in the spring.
	+ Other CS best practices: mobility, focus on life goals, utilization of social media.
		- Using a NACE article, Career Services is predicted to move towards become mobile, focusing on creating life goals with students rather than only a career, and utilizing social media to connect with students.
	+ What other categories should we consider when organizing data?
		- Measure how a department or college is doing with career services relative to the college or colleges nationally.
			* The NACE and UW first destination report
			* Encourages Career Services representatives at 200 level courses so they are exposed early so the information is not foreign in their 300 and 400 level courses.

11:40am-11:55am Wage Study All

* Discussion:
	+ What questions do we have for John Krieg?
		- Is there a way to measure how individual programs compare to national standards in graduate outcomes? (Ex. How do WWU History graduates compare to other History graduates nationally?)
			* How can we evaluate if gaps exist?
		- Are we able to determine part time vs. full-time work from the data set?