

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Tuesday, February 11th, 2020

**Time:** 10am-11:50am

**Location:** OM 435

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

**Time Topic Presenter**

10am-10:30am Housekeeping Mary/All

* **Beth’s Introduction:** Beth is the Director of Rehab Counseling and has been at WWU since 2004. She teaches graduate courses, and therefore has a graduate school lens when thinking about career services (she is also Vice Chair of the Graduate Council). Additionally, Beth is housed in Everett, and therefore can provide the “satellite site” perspective. Finally, she wants to ensure that the committee looks at career counseling for students with disabilities.
* **Meeting Minutes:** No changes needed to 1/28 meeting minutes.
* **Draft Charge Update**: Discussed changes to the charge. Mary will update the charge and send it to committee members.
* **Spring Quarter Meeting Schedule**: Meetings will be held on Monday 4-5 during spring quarter; off weeks from Faculty Senate. Mary will send meeting requests once location is identified.
* **Student Representative Job Posting**: Mary will submit job posting to the Student Employment Office. She will also send the job posting to committee members so that they can distribute it in their colleges. The deadline for applications is Wednesday, Feb. 19th. Applicants should send resume/cover letter directly to Mary. Mary will post candidate resumes to SharePoint.
* **Career Connect WA Visit**: Mary provided an overview of Career Connect WA and asked whether or not a representative should meet with the committee. Committee members decided that the committee’s charge was not in line with Career Connect WA objectives. Therefore, we will decline.
* **News and Information**: Committee members want to know more about the context of career services, the history of career services, and cutting-edge ideas coming from career services. Jenny will send out some materials in upcoming days. Mary and Jenny will continue to share useful information as it comes up.

10: 30am-11:30am Work Plan Outline All

* The committee had a discussion about member roles, who the committee serves, and committee goals. During this conversation, the committee began to identify a workplan. The following outlines the brainstorming process.
  + Who do we serve?
    - Students: Students w/ disabilities, Veterans, graduate students, remote students, returning students, first generation students, students looking for non-traditional opportunities, international students, students of color, LGBTQ+ students, different disciplines, transfer students, Running Start students, different genders, students with economic diversity, traditional students.
    - Employers
    - The economic development of the state and country
    - Faculty
  + What do we ultimately want?
    - To assist students in transitioning from the university to a meaningful career and life.
  + What do we need to do?
    - Collect data about what each college is doing to support career services
      * Should be done at the college, department and individual faculty levels.
      * The committee should have a template so that all colleges are asked the same questions.
    - Collect data about what Career Services Center is offering.
    - Collect student feedback:
      * Use of career services (both at the Center and in colleges).
      * Impressions of career services (both at the Center and in colleges).
      * Desires/goals/expectations of graduating students.
    - Identify data already being collected from Office of Institutional Effectiveness
    - Define the Problem
      * Are career services satisfactory but underutilized?
      * Are career services too limited?
      * Etc.?
    - Identify the best time for students to begin learning about/acting on the transition between school and post-graduation options.
    - Identify the best location for offering students information about the transition between school and post-graduation options.

11:30am-11:50am Action Items All

* Jenny:
  + Create a list of questions for committee members to use when collecting college-level data. Jenny will post the document to SharePoint so that all can modify.
  + Send career service materials to committee.
* Mary:
  + Update the charge and send to committee members.
  + Post the Student Representative applications to SharePoint.
  + Contact John Krieg to ask about data collected in the Office of Institutional Effectiveness.
  + Send out Spring quarter meeting requests.
* All:
  + Review/modify questions that Jenny posts to SharePoint. Use these questions to begin collecting career services details from colleges, departments and faculty.
* Next meeting: **Tuesday, Feb. 25th@10am-11:50am; OM 435**