

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Tuesday, February 25th, 2020

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

**Location:** OM 435

**Attendees:** Leo Bodensteiner (Huxley), Cristina de Almeida (CFPA), Dawna Drum (CBE), Craig Dunn (Graduate School), Johann Neem (CHSS), Mary Sass, Jenny Spurgin (Career Services), Peggy Watt (CHSS)

**Time Topic Presenter**

10am-10:30am Housekeeping Mary/All

* **Draft Charge Update**: Mary updated the draft and sent to all. She will post it to SharePoint and asks that everyone review and provide feedback.
* **Spring Quarter Meetings**: April 13, April 27, May 11 @ 4pm in PH31; Invitations were sent last week.
* **Update on Conversation w/ John Krieg (Office of Institutional Effectiveness):** 
  + National Student Clearing House: provides details about graduates who continue education after graduating from WWU
  + OIE is currently working on contracting that will allow them to gather employment data for graduates working in WA state from 2008 on. John hopes to continue this data collection moving forward so that we can have a more robust idea of long-term employment growth, etc.
  + OFM data gives name and address of employers (as long as the organization is an employment insured company in WA state). Therefore, we can track where our students are working.
  + WELS Survey: WWU exit survey doesn’t ask questions about career services at this time. We can certainly add questions—we just need to be mindful of survey fatigue. John mentioned that he would find it interesting to ask if students are employed and if so, what resources they used to get that job. Assuming that students swipe their student ID when entering CSC, we can target those students on the WELS survey.
  + John suggested that CSC consider having a survey when students leave the office.

10: 30am-11:00am Student Rep Application Review All

* Reviewed applications and discussed qualifications:
  + Committee agreed to screen/interview four candidates (Berry, Atterberry, Hanson, Downey).
  + Mary will send emails to finalists asking about spring quarter availability.
  + Mary and Jenny will coordinate interviews.

11:00am-11:40am Work Plan All

* **Discussed and Modified Drafted Work Plan:**
  + Focused on developing questions that might help when defining problem. Draft was updated during discussion and will be posted to SharePoint for further review. The discussion focused on:
    - What types career services are provided and where.
    - Determining how aware faculty, staff and students are of the career services available.
    - Determining how satisfied participating students are with quality and availability of services.
    - Ensuring that centers and institutes (particularly those that house majors) are included in data collection.
    - Identifying which colleges and departments have advisory boards.
    - Which colleges and departments utilize alumni networks (e.g., LinkedIn, mentoring opportunities, other alumni engagement, etc. ).
* Reviewed and modified questions that will be used to gather data from colleges, departments and faculty:
  + Jenny will revise template on SharePoint so that all can add information once collected.
  + Committee members will begin collecting data in colleges and departments.
  + Jenny will request a list of faculty and staff who partner with CSC. She will distribute this list to aid committee members in identifying colleagues who may included career services in their classes, etc.

11:40am-11:50am Action Items All

* **Action Items:**
  + **Mary & Jenny:** Contact candidates and schedule interviews.
  + **Jenny:** 
    - Revise template in SharePoint
    - Send faculty list to committee members (see details above)
  + **All:**
    - Begin gathering college and department data using updated template. Please add details of your conversations to the template provided in SharePoint.
    - Review draft charge (located in SharePoint) and send comments to Mary.
* **Next Meeting:** Tuesday, March 10th @ 10am-11:50am; OM 435