

**MEETING MINTUES**

**CS Internal Advisory Committee**

**Date:** Tuesday, March 10th, 2020

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

**Location:** OM 435

**Attendees:** Leo Bodensteiner (Huxley), Beth Boland (Woodring), Craig Dunn (Graduate School), Nicole Hoekstra (CSE), Johann Neem (CHSS), Mary Sass, Jenny Spurgin (Career Services), Peggy Watt (CHSS), Sarah Atterberry (Student Rep)

**Time Topic Presenter**

10am-10:15am Housekeeping Mary/All

* **Introducing Sarah Atterberry**: Sara was hired last week as the CSIAC Student Representative. She is a Junior in CBE studying Management. Sarah took a gap year and worked with AmeriCorps before starting at WWU. She started as a biochemistry major before realizing that she was more interested in business management. Sarah looks forward to getting up to speed and working with committee members during spring quarter.
* No changes to 2/25 meeting minutes
* **Reminder:** Spring quarter meetings: April 13, April 27, May 11 @ 4pm in PH31

10: 15am-11:00am College-Level Career Preparation All

* **College-level Data Collection:** College representatives are working on collecting data in their colleges. We will use the template available on SharePoint (College Informational Interviews.docx) as a guide for collecting data. Representatives will begin by talking to Chairs and Deans and will post all collected information to SharePoint or will email it to Mary. **Initial data should be collected and posted by Friday, April 10th.**
  + Please note that there is some concern about programs that cross two colleges (e.g., Business & Sustainability, etc.). It may be necessary to link them to only one college when compiling data.
  + Please note that there is some concern about graduate programs that do not fall in a department (e.g., MBA). We must be careful to capture these programs in college-level data.
* **WELS Survey Questions:** Discussed questions that should be considered for the undergraduate and graduate WELS surveys.
  + Questions include:
    - Did you utilize services provided by the Career Services Center?
      * If so, what services did you utilize?
      * If so, did those services assist you in achieving your post-graduation goals?
    - Did you utilize career services provided by your college, major or program?
      * If so, what services did you utilize?
      * If so, did those services assist you in achieving your post-graduation goals?
  + Mary will reach out to John Krieg to ask about submission deadlines for including questions on the Spring 2020 survey.
  + We also briefly discussed including questions on the WELS Alumni survey. Mary will seek further guidance on this from John Krieg.

11:00am-11:20am Work Plan All

* Had brief discussion about other internal data that we should consider collecting. Suggested that the Graduate Student Advocacy Council and groups of student employees in the Library can be used to develop questions for student focus groups (if we choose to include focus groups in our data collection). Additionally, the committee discussed the types of student focus groups that may be valuable (i.e., college, veterans, first generation, etc.). We will determine if focus groups are needed once we have collected internal college data and submitted questions to the WELS survey.

11:20am-11:30am Action Items All

* Action Items
  + **College Representatives (All but Craig Dunn):** Collect college/department/program data using template provided on SharePoint (College Informational Interviews.docx). Feel free to adjust questions as needed to better reflect the people you interview. Please collect data for undergraduate and graduate programs in your colleges. **Post data to SharePoint or send to Mary by Friday, April 10th.**
  + **Craig Dunn:** Collect data from Centers & Institutes (see <https://provost.wwu.edu/academic-affairs-units-and-org-charts> for a list).
  + **Jenny:** Reach out to CSC staff to determine if Monday, April 27th works for a committee walk-through of the CSC.
  + **Mary:** Contact Provost’s Office to see if we can get access to annual college report—request two years of data. Contact John Krieg to find out deadline for submitting questions to the spring 2020 WELS survey. Develop WELS questions and send to committee for revising. Reach out to Effie about funding for a summer research team (one student and one committee member).
* Next meeting: **Monday, April 13th @ 4-5pm; PH31**