

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Thursday, Oct. 2nd, 2020

**Time:** 4pm-5pm

**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), Nicole Hoekstra (CSE), Johann Neem (CHSS), Mary Sass, Jenny Spurgin (Career Services), Shevell Thibou (WWU Libraries), Peggy Watt (CHSS), Sarah Atterberry (Student Rep)

**Time Topic Presenter**

4pm-4:10pm Housekeeping Mary/All

* Shevell Thibou provided a brief introduction.
* Update on summer meetings
  + Mary met with members of the WWU Alumni Association Career Networking & Preparedness Committee. Discussed the overlap between CSIAC and the CN&P committees. The CN&P committee asked that we share our data collection. They are happy to coordinate Alumni focus groups/data gathering as needed.
  + The CSC External Advisory Board met in July. Much of the meeting focused on initiatives that the university and employers are taking toward creating a just and inclusive learning/workplace.

4:10pm-4:40pm CSC 2020-2021 Update Jenny/All

* Update committee on CSC activities
  + Jenny provided additional details about the work that the CSC has done over the last 6 months. Much of the conversation focused on the Senior Canvas Page and the Webinars that the CSC is hosting.
* Discuss questions from Effie’s recent email:
  + **Senior Canvas Page:** Do you want to be included? Should CSC enroll faculty in course?
    - Most CSIAC members were interested in being added to the Canvas page.
    - Craig Dunn suggested that Program Directors and members of CUP also be added.
    - Craig Dunn suggested that he is happy to make an announcement in Senate about the Canvas page if the CSC is interested.
    - Questions were raised about how students gain access to the page. Sarah (who is a senior) said that she does not have access.
    - CSIAC members are interested in learning more about next steps. Will future pages be created? And if so, who will those pages target? Is there a plan to create a graduate student page?
    - CSIAC members are interested in seeing analytics at the quarter’s end just to get a better understanding of how students are using the page.
  + **Webinars:** How can CSC get information to faculty & encourage faculty to invite students? Offer extra credit?
    - Suggestions
      * Create an e-flyer that can easily be posted to college social media as a means of distributing information
      * Send information to Chairs/Program Managers and Program Directors asking that they distribute to students.
      * There is a concern that most faculty will not announce the information. Additionally, there were mixed feelings about extra credit. Some faculty see this as an opportunity for extra credit whereas others indicated that they wouldn’t offer extra credit because the information wasn’t relevant to course content.
      * One suggestion was to consider creating a course around the webinars. Students could attend the webinars and write reflective papers on what they learned.

4:40p-5:00pm CSIAC 2020-2021 Action Plan All

* CSIAC members agreed that there are opportunities to collect data this year, but the process that we initially envisioned is likely different now.
  + Sarah and Mary will compile data collected in Spring 2020 and disseminate before the November 5th meeting.
    - We will identify gaps and determine if additional information gathering is needed.
  + Suggested data collection includes:
    - Identification of best practices (both internally and externally
    - Surveys and focus groups with students to learn about their current experiences, concerns and plans after graduation.
    - Identification of career service changes that have occurred since the pandemic began.
    - Assessing how students/employers want to access career services moving forward.
    - Identification of student skills needed to navigate current and post-pandemic internship/job searches
* Action Items
  + Sarah & Mary will compile college data collected in Spring 2020
    - Will share with committee once compiled
  + All members will brainstorm ideas of data collection for this year
* Next Meeting: **Thursday, Nov. 5th @ 4pm**
  + Identify action plan for this year
  + Determine data collection and timeline