

**MEETING MINUTES**

**CS Internal Advisory Committee**

**Date:** Thursday, Nov. 5th, 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), 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

* Update on Alumni Association Conversation
  + Oct. 28th: Mary met with Brett & PJ (WWU Alumni Association Career Networking & Preparedness Committee)
    - The Alumni Association wants to remain updated on our work, they are willing to conduct alumni surveys, focus groups, or to supply alumni data for us.
    - Discussed conducting surveys of the alumni by groups of years since graduation.
    - All agreed that having the Alumni Association support creates a more power when asking for resources and other CSC support.
  + Effie hopes to submit a new CSC decision package to state legislatures, but doesn’t think that it will happen in the next round of submissions because of Covid-19. This gives us time to develop a convincing argument supported by data.
  + Craig Dunn suggested that we find ways to be involved in the VP for Business & Financial Affairs and VP of University Advancement searches. He will keep us posted on the search process.

4:10pm-4:30pm College Data Gathering Update Sarah

* Review data (email attachment from Sarah)
  + Provided an overview of the document lay out. Noted that we are missing some departments from various colleges; representatives are still gathering some responses.
  + Trends:
    - Overall
      * Internships: nearly all departments offer some type credit for internships.
      * Partnerships with Career Services: about half of the departments report a direct relationship with CSC, mostly distributing job information.
      * The main ways that departments/colleges communicate with students are email, canvas, and social media.
    - College of Business and Economics
      * Internships have a high trend of offering credit in this College.
      * Capstone Courses with practicums also have a high trend of being offered in this college.
      * Most departments are paired with CSC and distribute department-specific information to students.
    - College of Fine and Performing Arts
      * Most departments in this college require internship and/or professional experience.
      * About half of the departments in this college are paired with Career Services.
    - Humanities
      * Fewer departments (when compared to some other colleges) require internships, however there is a high trend of elective credit offered if a student chooses to do an internship.
      * In this college nearly all departments offer a capstone course.
      * About half of the departments are paired with Career Services in this college.
        + Special attention is paid to the department Health and Human Development, who expressed they had a poor experience in the past with Career Services, it may be beneficial to reach out to this department and see what happened here
    - College of Science and Engineering
      * At this point it is too early to call any trends, we are still waiting to receive most surveys from these departments.
    - Woodring College of Education
      * Because this college is made up of professional programs, professional experience is required in all these departments
      * This college pair with CSC to promote speakers and job fairs.
    - Huxley: No data provided.
* Discussion:
  + Do we need to collect more data (several departments/colleges missing)?
    - We want to collect data that reflects the number of classes/seminars that CSC representatives visit quarterly/annually.
    - Craig Dunn will reach out to Ed Webber, Huxley internship coordinator, to request information about career services in the college.
    - In the past there has been discussion of repricing internship credits to make them mor accessible to students who must pay full tuition price if they would like to get credit for their internship.
      * Would like to see if any college has done this
      * What are the steps to repricing credits?
      * How will this help students?
  + Other considerations when collecting data:
    - Differentiating between graduate and undergraduate level programs could be beneficial.
      * The graduate level students pay a small career services fee
      * How can career services benefit grad students?

4:30p-5:00pm CSIAC 2020-2021 Action Plan All

* Action Items
  + All:
    - Review college data Sarah compiled
      * Email any questions/observations you have of the data to Sarah by Monday, Nov. 30th.
      * Continue collecting College data if needed.
  + Craig Dunn:
    - Reach out to Ed Webber regarding Huxley career support.
    - Reach out to Centers and Institutes to identify any career support provided.
    - Keep committee posted on the VP searches.
  + Mary:
    - Schedule meeting with Effie/Jenny to identify types of CSC data available to us.
    - Send out Doodle Poll for Winter 2021 meeting schedule.
* Next Meeting: **Thursday, Dec. 3rd @ 4pm.**
  + Zoom link above.