

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Thursday, Dec. 3rd, 2020

**Time:** 4pm-5pm

**Location:** Zoom (<https://wwu-edu.zoom.us/j/98737247630?pwd=T21KdmhxWHdhWnF6SGUrd0svenFaUT09>)

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

**Time Topic Presenter**

4pm-4:10pm Housekeeping Mary/All

* Winter 2021 Meeting Schedule:
	+ Jan. 12/Feb. 9/March 9 @ 11am
	+ Mary sent Outlook request w/ Zoom information included
* Wage Study Report:
	+ Mary will reach out to John Krieg (Office of Institutional Effectiveness) to schedule a presentation of the Wage Study Report.
		- Targeting either Feb 9th or March 9th meeting
		- Will also invite Brett Jordan & PJ Ohashi (Alumni Board Career Networking & Preparedness Committee)
* CSIAC Webpage Update:
	+ Effie wants to include a CSIAC page on the CSC website
	+ Sarah will reach out to committee members during winter quarter to gather bio and photo

4:10pm-4:30pm College Data Gathering Updates Mary/Craig

* Update on College Data Collection
	+ Craig is currently collecting career preparation data from Huxley and Energy Studies. He will send data to Sarah when complete.
	+ Shevell is collecting data from the Research & Writing Studio, Tutoring Center and Subject Teams. She will send data to Sarah when complete.
	+ Mary will request information about the CBE Professionalism Task Force. Any information she gathers will be sent to Sarah.
* We will review the college data in more detail once information is added
	+ Projected timeframe: January-February

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

* What data can we access from CSC?
	+ Advisor Track: tracks career counseling (# of hours, counselors, types of appointments, etc.)
		- Note: will soon be replaced by SSC
	+ Viking CareerLink: identifies #s and types of employers, #s of job/internship postings, career fair information, etc.
		- Note: will soon be replaced by Handshake
	+ Office of Institutional Effectiveness: collects wage/employment data
		- Reports national benchmark: 6-month graduate outcomes
		- May be able to report longitudinal data
		- WWU accesses WA state data. National data is unavailable at this time.
	+ CSC Exit Surveys: tracks student reactions as they leave CSC appointments
		- approximately 18 months of data available (prior to remote learning)
	+ CSC Student Outreach Calls: 25-30% of WWU graduates were contacted during Summer 2020
	+ Canvas: identifies seniors who access CSC Canvas page
* What data would we like to collect (if possible)?
	+ Information about students who don’t access CSC resources
	+ Employers who actively hire WWU graduates
	+ What impact WWU students have on various employers
	+ Information about Veterans, BIPOC students, LGBTQ+ students, graduate students, students w/ disabilities, etc.
		- Who accesses services?
		- Who doesn’t access services?
		- What perspectives exist?
		- Etc.
	+ Alumni Association data available in People Grove/Handshake
	+ Whether career support data is collected during health/counseling center intake
* Action Items:
	+ Jenny will reach out to Kelly to see if he can pull CRNs for classes where CSC representatives have presented
	+ Jenny will send a link to the Wage Report Data
	+ Mary will schedule meeting w/ John Krieg
	+ **Next Meeting:** Tuesday, January 12th 11am-12pm via Zoom