

**MINUTES**

**CS Internal Advisory Committee**

**Date:** Tuesday, Jan. 12th, 2021

**Time:** 11am-12pm

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

**Attendees:** Cristina de Almeida (CFPA), Dawna Drum (CBE), Craig Dunn (Graduate School), Johann Neem (CHSS), Mary Sass, Jenny Spurgin (Career Services), Shevell Thibou (WWU Libraries), Peggy Watt (CHSS), Sarah Atterberry (Student Rep)

**Time Topic Presenter**

11am-11:10am Housekeeping Mary/All

* **Meeting w/ John Krieg (Wage Study Report/WELS Survey) scheduled for March 9th**
	+ Committee members will review Wage Study Report before Feb. 9th meeting: <https://oie.wwu.edu/employment-security-wage-data/>
	+ Committee will outline questions for John at the Feb. 9th meeting (e.g., can we cross-list wage data with demographics, etc.)
* **CSIAC webpage update**
	+ Sarah will gather committee member information and photos to be published on the webpage.
		- The page will showcase the committee charge, short member bios with photos, meeting minutes, and eventually research, data, and our recommendations.
		- Suggestions or additions from the group:
			* Use links to relevant resources and information rather than duplicating.
* **Member updates**
	+ Jenny: CRN data
		- Has excel list of class titles that CS presented to
		- Does not have CRN but includes class titles, some topical information and dates. We can identify professors through Classfinder.
		- Sarah will sort information by college and identify instructors of record.
	+ Shevell:
		- Collected Library data and sent to Sarah/Mary.
		- Sarah will include the information on the master spreadsheet.

11:10am-11:30am College Data Gathering Updates Sarah/Craig

* **Update on college data collection (Sarah)**
	+ Sarah received data from the Libraries, Huxley and CHSS. She will include the data in the mast spreadsheet.
* **Update on program/Huxley data collection (Craig)**
	+ Gale Collin from Institute of Energy Studies had productive and positive comments regarding Career Services, IES is using Career Services and often recommends the center to their students for resources and career development.
		- Collin has a student assistant put together a survey on Qualtrics using the student questions developed from the committee. IES is willing to send this out to their students and relay the results.
		- Craig can also send out a similar survey to the Business and Sustainability LinkedIn, which all students in the program subscribe to-alumni are active on site.
		- We can use these small groups as a pilot survey—committee anticipates sending a survey to the greater student body.
	+ Huxley has a required internship program—all students are required to complete a final report after completing their internship. Several years of student data is published online.
	+ Craig mentioned that several student clubs are focusing on career development.
		- Sarah will work on finding this information from clubs:
			* Which clubs are currently active?
			* What types of career development are done in clubs? How many clubs provide career development?
			* What speakers do clubs invite? What topics do they cover?
			* Are clubs partnering with CSC?
			* What other career development resources do clubs rely on?
			* People to reach out to for information:
				+ Jen Cook: coordinates AS student clubs—can identify active clubs.
				+ Wing Fok, CBE Assistant Dean—coordinates all business clubs.
				+ History club uses SC as presenters for their yearly career day.

11:30am-11:55am CSIAC 2021 Action Plan All

* **Discussion**
	+ Questions we need to answer:
		- What career/pathway development best practices exist?
			* Can we use these practices as a way of organizing our current data?
		- How do we get students to use career/pathway services provided?
		- How do we define success?
			* Each WWU student has direct exposure to career/pathway development services
				+ Can we include a WELS survey question that asks students if they talked to someone about post-graduation goals?
			* Each WWU student uses career/pathway development services
			* Each graduating student has an identified plan/next step after graduating
* **Action Items**
	+ Mary:
		- Visit NACE website/review career development literature to identify best practices
		- Work with Sarah to organize college data
	+ Sarah:
		- Identify CRNs for CSC classroom presentation data
		- Create a list of WWU student clubs and research their involvement with career development (see questions above)
		- Update college data spreadsheet and work with Mary to organize data
	+ All:
		- Review Wage Data Survey (<https://oie.wwu.edu/employment-security-wage-data/>)
		- List questions you have about the data
	+ Next Meeting:
		- Tuesday, Feb. 9th 11am-12pm via Zoom (link above)