

University of Tennessee at Chattanooga
Career Development Alliance
Friday, July 14, 2017
10 a.m. Signal Mountain Room-University Center

1. Welcome

2. Reading & Review of May 22nd Meeting Minutes

3. Review of Purpose:

The UTC Career Development Alliance provides support to the career services community at the University of Tennessee at Chattanooga and is committed to serving the students at UTC. The organization accomplishes its mission by achieving the following goals:

- a. Creating a forum for discussion of current career services issues related to career services, including internships, career connections, programs, and employer relations.
- b. Providing quality professional development for career services employees and student mentors.
- c. Improving campus communication about issues related to career services and sharing of best practices.
- d. Training new career services staff and providing updates on career opportunities, programming, and employer information

4. Introduce Officer Positions, Proposed Duties, and Timelines

- a. *Chair* (The Chair shall preside at all meetings and be responsible for scheduling the meeting room, providing agendas for regularly scheduled meetings and training opportunities, oversee the budget, report on assessment efforts pursued by the Career Development Alliance, coordinate and staff committees, and facilitate public relations and promotional efforts of the Career Development Alliance)
- b. *Secretary* (The Secretary shall take minutes of Career Development Alliance and Leadership meetings, regularly communicate with Alliance members, post minutes on the Career Development Alliance website, take attendance, contact new advisors on campus and invite them to join the Career Development Alliance, and assist with other projects as needed)
- c. *Training Coordinator* (The Training Coordinator shall contact other departments to coordinate professional development opportunities at regularly scheduled meetings, lead the Training Committee to further develop a Career Development training curriculum, maintain training records, coordinate training offered to student mentors and assist with other projects as needed)
- d. *Assessment Coordinator* (The Assessment Coordinator shall work with the Chair to coordinate the assessment of career services, oversee the Assessment Committee, collaborate with such organizations as the National Association of Colleges and Employers (NACE) to generate a

more comprehensive assessment report, and assist with other projects as needed)

- e. *Timelines* – The current by-laws call for nominations to occur in August.

5. Professional Development Updates

- a. Sue Culpepper—AACSB (The Association to Advance Collegiate Schools of Business) *Co-Lab: Connecting Business Schools with Practice* (Haas School of Business, University of California at Berkeley)
- b. Julie David & Rob Liddell—*Career Competencies Symposium* (Center for Career and Professional Development, Clemson University)
- c. Irene Hillman—Southern Association of Colleges and Employers: *Employer Relations Summit* (Nashville, TN) & Diversity and Inclusion Webinar

6. Calendar: Events & Large-Scale Programs

a. Scheduled:

b. In Development:

7. New Business:

- a. University Career Services Name Change; Open Positions

8. Adjourn

Future Meetings

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, July 31 st	10 a.m.	Signal Mountain Room
Friday, September 8 th	10 a.m.	Raccoon Mountain Room
Friday, October 13 th	10 a.m.	Signal Mountain Room
Friday, November 10 th	10 a.m.	Signal Mountain Room
Friday, December 8 th	10 a.m.	Signal Mountain Room