

Career Development Alliance Meeting Minutes  
Signal Mountain Room, University Center  
Feb. 12, 2019  
8:45am-10:00am

**Members attending:**

Meagon Bean, Emily Blackman, Bryan Bulmer, Endia Butler, Bengt Carlson, Blake Carman, Donna Cooper, Chris Cunningham, Alec Dalton, Julie David, Crystal Edenfield, Marc Holcomb, Irene Hillman, Stacie Grisham, Daniel Grzesik, Staci Lee, Rob Liddell, Tonia Martin, Jan Michaels, Chuck Nalley, Sumer Patterson, Francis Portacio, Leslie Pusey, Cindy Williamson

**Call to Order:** Rob Liddell called the meeting to order at 9:00am

**Review of Minutes from Dec. 12th meeting:** motion made to approve the minutes by Chris Cunningham and seconded by Blake Carman. Motion carried by unanimous vote

Handshake Update-Rob Liddell

Metrics:

CHEPS	5.6%	205/3647
CECS	9.8%	171/1750
Arts and Sciences	9.8%	446/4549
Business	17.7%	488/2764
Undecided	1.8%	12/689
Overall	9.9%	1322/13397

- 4434 employers, 4129 opportunities (full-time, part-time, co-op, internships)
- Handshake is connected to Banner, therefore change of major is updated immediately
- Student is five times more likely to be contact by employer if profile is complete
- Similar to LinkedIn. Differences: Handshake is focused on college student recruitment. Review piece included so student can receive specific feedback on internships and trending questions
- Suggestions made to promote Handshake in seminar classes, professional development workshops, tours, orientation, freshman senate, SGA, course syllabi
- Need for promotion of Wednesday workshops to increase attendance. Tonia sent emails to all students with incomplete profiles.

Announcements

- JCPenney Suit-Up event on Sunday, January 27<sup>th</sup> from 6:30 until 9:30 p.m. More than 180 students attended. Transportation shuttle was provided. Giveaways and prizes from Sephora, JC Penney Salon, and Portrait Studio. 40% off coupons given to all students as well as 40% off select men's and women's career dress apparel and shoes at the event.
- Spring career fairs and events: Spring Career Day (all majors) scheduled for 2/12/19. 2 sessions: noon to 2:00pm and 4:00 to 6:00pm. Summer Part-time job fair: 3/5, 1-4pm, UC TN room. Teacher Recruitment Day (education majors only) UC-TN room, networking open hours 10am-11:30am. CECS Career Fair, EMCS 3<sup>rd</sup> and 4<sup>th</sup> floors, March 6<sup>th</sup>, 10am-2pm. CoB MOC interview week-2/19-2/22 and Night of Networking on 2/27 from 5pm to 8:30pm.

- The Power of We—externship at BCBS. Collaboration between BCBS, College of Business, College of Engineering and Computer Science, and Office of Equity and Inclusion offering networking with company leaders and insight into BCBS careers. Lunch and transportation was provided. About 40 students in attendance. Conversation around attendance accountability at events that require registration.
- LEAD UTC 2019: experiential learning opportunity sponsored by the office of the Dean of Students March 22-24<sup>th</sup> at Camp Lookout. Student registrations will be available on MocSync. Open to all first time attendees in good academic and conduct standing with UTC. Two night/three day experience. Transportation, lodging, and meals are provided, but participants will need to provide their own linens and overnight necessities. Contact [Daniel-Grzesik@utc.edu](mailto:Daniel-Grzesik@utc.edu) or (423)425-2321 with questions. Be on the lookout for emails and share graphics on social media.

Guest speaker: Cindy Williamson-Director of Assessment and SACSCOC Liaison Office of Planning, Evaluation & Institutional Research

- 1<sup>st</sup> destination survey email will be sent out through Handshake and will come from the Chancellor. Survey captures information regarding how new college graduates fare in careers within six months of graduation. Students are informed that specific information from survey results remain confidential and used to improve services and support for students. Only takes a few minutes. Students do not have to have a completed profile in Handshake to receive the survey email.
- There are questions regarding Internship, Practicum, Cooperative Education, International Experiences, and Formal Research Projects. If students indicate that they participated in any one of those experiential learning opportunities, they receive a set of questions asking what resource they used to find the opportunity. Students are also asked if they worked with a specific career service department and whether they would recommend that career service to other students.
- There are some college specific questions. There are 99 questions in all BUT there is conditional logic, therefore students will not be required to answer all of these questions.
- The final screen of the survey asks for a phone number and additional email address (they are also asked for an email address at the beginning of the survey on the same screen where they indicate their major and year of graduation)
- CoB is at nearly 100% response rate. There is need to increase response rate in other areas of UTC. Suggestions: Kiosk set up at cap and gown pick up. Phone call reminders at the 6, 9, and 12 month marks post graduation.

Call to Adjourn: Rob Liddell @ 10:02am

Future Meetings: Canceled: Tuesday, March 12th, UC Chickamauga Room, 8:45am – 10:00am  
(come to the Alumni breakfast from 8-9:30 am on 3/12)

Tuesday, April 9th, EMCS 426, 8:45am – 10:00am

Tuesday, May 14th, UC Chickamauga Room, 8:45am – 10:00am