

Career Development Alliance Meeting
Chickamauga Room, University Center
Dec. 12, 2018
8:45am-10:00am

Members attending:

Meagon Bean, Scott Bittle, Bengt Carlson, Donna Cooper, Chris Cunningham, Julie David, Marc Holcomb, Irene Hillman, Stacie Grisham, Daniel Grzesik, Staci Lee, Rob Liddell, Jan Michaels

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

Review of Minutes from Nov. 14 meeting: motion made to approve the minutes by Staci Lee and seconded by Donna Cooper. Motion carried by unanimous vote

Announcement:

The updated spring semester CDA meeting time: 2nd Tuesday of every month 8:45-10:00am

Chris Cunningham announced a career development course in the I-O Psych program with 150 to 200 students as a platform to broadcast career related FAQs and to post recorded career related information sessions. Also announced recent student panels with employers that generated 5 interns and 3 job offers.

Irene Hillman announced College of Business recent 3 day event which includes mock interviews and resume reviews. 400 students in attendance generating 11 internships and 18 volunteer positions. Upcoming full-day externship with BCBS to include transportation to BCBS, lunch, job shadow and hands-on real world projects. Student registration: utc.edu/power-of-we-externship
Night of Networking in late February: event where 15 companies visit the College of Business and give a pitch to the students about employment opportunities, followed by a networking session.

Julie David announced a recent *BackPack 2 Briefcase* event for CECS students. Employers visited the EMCS building to assist with mock interviews, resume writing, elevator pitch, dress for success, LinkedIn and Handshake profiles. This event was followed the next week by a Resume Dr event in the EMCS. The Career Fair hosted 50 employers in the EMCS building. The next CECS Backpack to Briefcase event is scheduled for Feb 26th, Resume Dr. on March 1st and Career Fair is scheduled for March 6th from 10:00am to 2:00pm. Also announced, there was a recent Etiquette dinner for LLC and TLC classes. The spring Networking and Etiquette dinner will host seniors and is scheduled for March 21st.

Meagon Bean announced the upcoming Suit up event. To highlight this event, the UCS will be hosting a Fashion Show on Jan. 24th from 10:00am to 1:00pm. There will be mannequins from JCPenney around the Student Center to promote the event. If you know of any students who would be interested in volunteering as a model, direct them to the UCS. JCPenney Suit Up event is Jan. 27th from 6:30 to 9:30. The store will open after hours exclusively for UTC students and alumni. Students and alumni with a valid UTC ID will receive a coupon for 40% off select career apparel. Transportation will be provided from UTC University Center to Hamilton Place for students with MOCS

ID's. If you would like to volunteer to help during the Suit Up event, contact Meagon Bean or sign up here: <https://www.signupgenius.com/go/60B0544A4AD2BA4FD0-jcpenney1>

UCS will be sponsoring a Networking event on Feb. 7th from 5:00 to 7:00pm.

Mark Holcomb announced the Spring Career Day: Tuesday, Feb. 12 in the UC-TN rm. Session one: noon to 2:00pm. Session two: 4:00pm to 6:00pm.

Bengt Carlson mentioned upcoming Book Club: *When Strangers Meet: How People you Don't Know Can Transform You* (part of the TED Books series)

Guest speaker: Lisa Piazza-Director of Undergraduate Research and Creative Endeavor, came to UTC in June 2018 and is a URaCE resource for all students.

There will be 6 or 7 'getting started' workshops for students. The fall workshops attracted around 70 students. URaCE Grad students interact and mentor undergrads interested in research.

How to encourage students to:

1. Write a vision statement as example of strategy outline
2. Prepare for professional success
3. Understand differences with research in specific areas
4. Informational interview
5. Follow-up and continue discussions
6. Practice interviews and writing CV

Office of Undergraduate Research and Creative Endeavor is here to help faculty recruit qualified research applicants through blackboard. A proposal made for virtual support for online format. Research Dialogues: April 9th for undergrads and April 10th for Graduate and Faculty. Sponsorship opportunities available. URaCE Awards are listed on the website. They include: travel awards, SEARCH Award, Summer REU Program and International REU (Cadiz).

Handshake Update-Rob Liddell

- As of Dec. there are 3515 employers
- Upcoming campaigns to include: Student Government and Res Life programming, RA training, Student Orgs, Push boards
- Scott Bittle and Tonia Martin to lead staff user workshops beginning Jan in Library #201. Request for recording on K@te portal and A/V posted on Website
- Throughout spring semester, Wed Workshops for students

Call to Adjourn: 10:00am

Upcoming events: <https://www.utc.edu/university-career-services/events/career-fairs.php>

Future Meetings: (**PLEASE NOTE:** Changes in Meeting Locations and Times)

Spring semester meeting time: 2nd Tuesday of every month 8:45-10:00am

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

Tuesday, February 12th, UC Signal Mountain Room, 8:45am – 10:00am

Tuesday, March 12th, UC Chickamauga Room, 8:45am – 10:00am

Past CDA agendas and minutes: <https://www.utc.edu/university-career-services/career-development-alliance/meetings.php>