

**Career Development Alliance Meeting  
University of Tennessee at Chattanooga  
Signal Mountain Room, University Center  
May 22, 2017**

**Members attending:** Rob Liddell, Marc Holcomb, Donna Cooper, Janice Michaels, Julie David, Winston Drain, Nick Deslattes,

**Others in attendance:** Savannah Roder, Heather Delbridge

**Call to Order:** Rob Liddell called the meeting to order

**Review of Proposed By-Laws for Career Development Alliance**

- Julie David suggested removing the word "placement" from Article II
- Marc Holcomb suggested adding in "expectation statement" for required number of meetings for voting members
- Donna Cooper suggested clarifying "participation" to define in what & to what capacity

A motion was made by Marc Holcomb to pass the proposed by-law with revisions mentioned. Motion was seconded by Jan Michaels. Motion carried by unanimous vote.

**Discussion on Internships** – offsite, adjoined to professional, learning material/content to assist with studies. Sometimes paid. Scope of activity maintained by faculty, assessment by both student & employer

- Winston questioned where to send interested students and if there was info/materials about internships.
- Donna responded that internships for Academic credit were sent to the corresponding Academic Department. Paid & unpaid internships are posted on our website and forwarded to the corresponding department.
- Rob suggested a possible process flow chart. All external internships should be sent to UCS for posting.
- Julie asked for cards to share with employers as she was meeting with them

**Student Advising – Nick Deslattes from Counseling** gave an overview of how he does Career Counseling appointments

- 1<sup>st</sup> visit is to gain general information and possible testing.
- Life Design Counseling includes (but not limited to):
  - Transition narrative
  - Goals for career counseling
  - Career constructed interview process
  - Early recollections as a child, childhood story
  - Books they are reading now
  - Narrative, then sharing with students
  - Take their story and then decide career path.
- Rob wanted to know the charge for the exam. Nick responded that it was \$20 for the results.
- Nick said that walk-ins were possible, that students can access Counseling services through an Advisor or by an appointment and that there was no limit to the number of "career" appointments a student can have.
- The majority of the career appointments were with seniors approaching graduation. Nick said that the sooner students come in the better it is. He suggested freshman & sophomores would be optimal.

**Next meeting** would be scheduled in a few weeks. Until then keep in mind internships & career advising. Will go over employer information/literature, events, and university-wide initiatives at next meeting.

Motion to adjourn made by Julie David and seconded by Heather Delbridge. Motion carried by unanimous vote.