

**Career Development Alliance Meeting  
University of Tennessee at Chattanooga  
Signal Mountain Room, University Center  
December 8th, 2017**

**Members attending:** Meagon Bean, Vikki Bernotski, Gregory Bittle, Lauren Brouhard, Donna Cooper, Sue Culpepper, Chris Cunningham, Julie David, Todd Dockery, Rebecca Drago, Winston Drain, Aubrey Duman, Diana Fryar, Stacie Grisham, Danny Grzesik, Jennifer Guess, Irene Hillman, Squoia Holmes, Marc Holcomb, Staci Lee, Rob Liddell, Tara Mathis, Tonia Martin, Jan Michaels, Lee Pierce, Carrie Sherbesman,, Cindy Williamson, Jaclyn York

**Call to Order:** Rob Liddell called the meeting to order at 10:05 a.m.

**Review of the November 10th Meeting Minutes:** Motion made to approve the minutes by Irene Hillman and seconded by Jaclyn York. Motion carried by unanimous vote.

**Training Committee Focus Topic: Application Tracking System- Todd Dockery and Staci Lee,** Office of Human Resources.

ATS-Prescreening and sorting applicants. Purpose: stay organized, manage recruiting process, compliance, virus protection, centralized location, saves info from previous applications, resume parsing

Tips for applicants: Know application closing date, do not use mobile device, do not rush-save and revisit to review, read and follow ALL directions.

Uploaded to Sharepoint:

-Example word cloud of a resume result from my “real” resume

-Example resume of mine (including my pride in growing tomatoes)

-Overview of key takeaways for applicants to see

-Overview of Benefits to keep in mind when discussing opportunities to work at UTC, and/or to review themselves (did you know our EAP offers free legal advice?)

Additionally, for those of us who are or will be providing UTC with the service of being included in a search committee, I have created some “Taleo tutorial videos” that they can review. They are all less than 4 minutes apiece, and include accessibility capabilities:

[Video 1: Introduction--Accessing Candidate Information in Taleo \(2:38\)](#)

[Video 2: Going Through Candidate Information \(3:42\)](#)

[Video 3: Changing Steps and Statuses in Taleo \(3:05\)](#)

[Video 4: Rejecting Candidates and Shortening Candidate List View \(2:53\)](#)

**Learning Outcomes reporting through Compliance Assist and First Destination survey -Cindy Williamson,** Office of Planning, Evaluation and Institutional Research.

Compliance Assist- Measure Student Learning Outcomes. Implemented timeline. Feedback to be provided campus-wide. Campus-wide input as it ties in to Strategic Plan. Course examinations are acceptable for assessment results-example of mastery of material.

First Destination 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. survey only takes a few minutes.

Survey is uploaded to Sharepoint: One thing to note about the pdf version of the survey is that it does not show the logic behind the questions. Respondents are routed to specific questions based on the way they answer previous questions, and this version does not capture that aspect.

Survey is continuously open. Timed campaigns. Long-term tracking of employment and salary.

**Assessment Overview:**

- Your feedback was requested to determine spring meeting schedule:  
New proposed time from survey results: Wednesdays from 3:00-4:00pm

## Calendar: Events & Large Scale Programs

- JCPenney Suit-Up Program will be on Sunday 1/21/18- (flyer uploaded to SharePoint) There will be shuttle transportation available from UTC to JCPenney. 40% off coupon for Career wear. Can be combined with post-holiday sales.
- CoB Career office would like to invite the CDA members to attend a webinar  
Sponsored by NACE on “Filling the Gap: Engaging Historically Underrepresented Groups.” In Room 418 of Fletcher Hall – Wednesday, January 24 from 1-2 p.m.
- Spring Career Fair (All Majors, Integrated) Wednesday, February 1, 2018. Two Sessions: Session #1 from 1-3 p.m. and Session #2 from 5-7 p.m. University Center-Tennessee Room
- Teacher Recruitment Day (Largely aimed at Education majors) Thursday, March 1, 2018. 10 a.m.-12 noon; On Campus Interviewing after lunch. University Center-Tennessee Room.
- March 7<sup>th</sup>: CECS College Fair 10:00am to 2:00pm. EMCS 3<sup>rd</sup> and 4<sup>th</sup> floor
- March 22<sup>nd</sup>: Night of Networking- College of Business
- Research Dialogues on April 3 and 4 in the UC. You can learn more about it here and the portal for students to submit proposals will open early in January: <https://www.utc.edu/research-creative-endeavor/research-dialogues.php>
- Non-Profit Network Fair (All Majors). Thursday, April 5, 2018. 2-4 p.m. University Center-Chattanooga Room.

Bengt Carlson:

- Students who would like to receive the weekly list of ThinkAchieve events and be eligible for the semester award must do so by January 25: <https://www.utc.edu/think-achieve/beyond/events.php>
- To put events on the ThinkAchieve Calendar, usually any event that has some reflective component, is free, and that requires a certain level of student participation, we need information from the sponsoring organization 7 days before the event.

Daniel Grzeskik: Spring 2018 Calendar of events on behalf of the functional areas within the Office of the Dean of Students. This calendar is tentative, not a finalized calendar. Let Aubrey Duman or Daniel know if you have any specific questions. (Calendar is uploaded to Sharepoint)

Send calendar items to Julie to share with CDA members via new webpage

Future Meetings:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Wednesday, February 14, 2018	3:00-4:00pm	Raccoon Mountain Rm.
Wednesday, March 14, 2018	3:00-4:00pm	Raccoon Mountain Rm.

11:04 Motion to adjourn made by Rob Liddell.