



Career Development Alliance Meeting
Zoom Meeting ID: 174 109 743
<https://tennessee.zoom.us/j/174109743>
April 14th, 2020
9:00 a.m.

1. Call to Order 9:05am
2. Approval of Minutes from February 11th meeting
Update to include attendance
Approve: Irene Hillman
Second: Chris Cunningham
All in favor
3. Supporting Students through Disruption: Best Practices around Career Development

What have our teams supporting career development done over the past month to support virtual services to our students?

Irene:

- Business created Canvas site for tips of success
- Highest volume of hiring employers—reached out, are you still hiring, reached out to list of 10 reported from First Destination Survey. Asking short message from recruiters with tips and (video interviewing)
- Jaclyn-virtual career fair – back to back 15 minute appointments between employers and students. Info sessions this week with employers—transition from the luncheons. If you have questions about technical set up – ask Jaclyn. Sent out tips to students on how to prepare. Might be a good idea to get tips from students on how to prepare

Nicole:

- CECS: launched canvas page with resources—modules—professional development, soft skills, add announcements.
- Reached out to employers with goal to have weekly virtual live zoom videos a type of watch and learn. Recording to send to Canvas in announcements.
- Live handshake feed to our website.
- Offering extra credit for resumes, cover letters, virtual interviews.
- Internships alternate options for credit. faculty have set up cohorts.

- Mock interviews, job search techniques and resume review transition to a virtual setting. Perfect Interview is available campus wide and can be searched for on the UTC website, but here is the direct link if you would like to share it with students: <https://www.perfectinterview.com/utc/>

Danny:

- Join the Center for Career and Leadership Development this Friday at 12:00pm for "How To Become A Relentless Leader In A Unique Market" with local realtor Justin Tate. <https://tennessee.zoom.us/j/91957558235>

Emily Thompson:

- Library –online portfolio <https://guides.lib.utc.edu/studio-alternatives>. Tips using your phone for video resume, etc. <https://www.utc.edu/library/library-continuity/index.php>

Chris: Focus on mental health.

Irene: videos from employers shares with the students

What else needs to happen at UTC in order to ensure students receive the career development experiences they need to launch strong careers?

Erica Holmes Trujillo: I'd like to second Chris' request. We'd like to have a central place we can direct CAS students. Possibly a link on the Center for C&LD page?

4. Supporting Students through Disruption: Required Internships, Assistantships & Research

Emotional Intelligence. Leadership in a time of crisis. In interactions show a positive tone, check in with everyone to see how students are doing.

Irene: graduating seniors were called. How we are prepared matters. Careful balance between Sense of belonging or that students are supported.

5. EQ-- recognize and manage emotions of own and others. Motivation, empathy and compassion. Work hard and work smart (work smart is the EI part) [list the skills and competencies that are in the pp] Connect discover and respond. Ex of connect: use the students name in the conversation. Be authentic. Share expectations. Be flexible. Ask students how they are doing. Create opportunities for students to have their voice heard.

Danny: UTC HR has done some great workshops on Emotional Intelligence before.

Highly recommend them. Nicholle Harrison, Talent Specialist, is also a great resource!. SoACE had a webinar scheduled in early March, but it was cancelled.

There are free shortened emotional intelligence self-assessments that are out there. I would be happy to share them if you shoot me an email.

Chris Cunningham: suggested EQ workshops for students.

High Impact practices with respect to internships and experiential learning.

Some internships have been put on hold for an indefinite amount of time. Find out what student experiences are. Focus on purpose of required internships. Some have it for accreditation requirements. Language around wording. Ex: requirement is actually experiential learning (not internship). Strong set of experiences pieced together.

Communicate with students about the flexibility that is available during times of disruption. Questions to ask: does it require supervision? Does it require attendance at a physical location?

Emily Thompson: Projects also look great on a resume

Assistantships in research: recruitment of and funding to support research aren't looking good.

Numbers of GAs on campus will be cut short. Trim funding creates a ripple effect: impact student assistance in the classroom, research assistance, etc. since these students will need to work to pay bills.

Rob: [power point] include hyperlinks for remote work opportunities.

Ways to network online. For students who have a pause on their plan – micro internships

How can we help students engage project based work? Can these replace or partially replace a full internship experience in a for-credit internship? How can we help students figure out if these projects can become internships or jobs?

Chris: RE the question of whether we can replace an internship experience with multiple projects, the answer is yes, but it depends on how a particular academic program has structured its internship/practicum requirements. Carefully review the existing catalog language for starters and see just how explicit/flexible it is in terms of enabling people to apply a variety of different experiences. For most programs, there is not a specified requirement that all of the work to apply toward internship credit has to come from a single employer.

6. Guest Speaker—Endia Butler, Student Employment Coordinator
[power point slide] on-campus employment and looking at student return on investment. Interviews have become more of an Intelligent discussion. Connection between learning at work and learning in the classroom. Evaluation of student employment
Evaluate current practices: value for our stakeholders. Student assessment. Meeting employer expectations once they graduate. Recommendations: evaluate student employment on campus. Not all jobs are posted in Handshake. Help students to develop connections. Create standardization and structure. Require Mandatory training. Ensure same hiring procedure for all students. We want hiring employers to be confident when hiring UTC graduates. Workplace behaviors on campus--professionalism.
7. Updates (to include future calendar items and collaborative efforts)
 - Collaboration between colleges to offer info sessions for all students

Call to Adjourn 10:08am

Next Meeting: TBD