

CDA Meeting Minutes  
February 11<sup>th</sup>, 2020

Call to order

- Introductions of old and new members
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Review & Approval of Minutes

- Any correction of minutes were asked to be made.
- Motion to approve the minutes. (passed)

Data Update-Handshake and First Destination Survey

- We have passed the goals of getting over 5,000 jobs and employers on Handshake.
  - We have denied over 2,000
- Chuck Nalley
  - Spring 2020 First Destination Survey starts on March the 3<sup>rd</sup>.
  - Starting this way allows us to grab more data through surveys due to graduation celebration. We can also take advantage of Handshakes \$250 Amazon gift card giveaway.
  - The goal is to get the response rate of students to increase. 22.5% response rate in 2019.
  - Question: Is there any way we can use a third party data source to gather better more accurate data?
- Jenny
  - Academic Program Proposals
  - Conduct feasibility studies to see if the market demands students with this major.
  - In order to do this she meets with employers and attempts to learn the employers' needs and tries to understand the market for this type of job.
  - Question – 3 or 4 new graduate programs of come through these programs are fully packaged by the time they reach the council. Is there any type of internal feasibility study?

Guest Speaker

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Feedback from Focus Group conversations around developing, evaluating and sustaining an internship program – best practices guidebook.

Introduce draft of internship guidebook.

- Very early draft - Seeks to help define and outline how an employer would set up an Internship program.
- Develop and internship program the starts with goals and objectives and then goes into specifics that flesh out a specific plan.
- Comment: If the layout is changed, it will garner more attention. As it is now, it is hard to swallow, because of the format. Content is great.
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Introduce mapping competencies to experiences

- If we can help our students be aware that employers are looking for certain skills, we can highlight those skills and then map out how to attain these skills.
  - Communication
  - Leadership
  - Professionalism and Productivity
  - Creativity and Problem Solving
- Attempt to tag the things that you do to these six tools.
- Question: How can a student demonstrate and apply these competencies instead of just verbalizing it?
  - Focus groups, Surveys, and attempting to use work study programs in order to work through some of these competencies. Using programs across campus that will help students actually build these skills.

Questions/Concerns/Updates (Future Calendar Items)

Next meeting April 14<sup>th</sup>.

Call to adjourn.