University of Tennessee at Chattanooga
Career Development Alliance
Monday, July 31, 2017
10 a.m. Signal Mountain Room-University Center

1. **Welcome**
2. **Reading & Review of July 14th Meeting Minutes**
3. **Officer Positions: Nominating and Identifying a Slate**
   a. *Chair* (The Chair shall preside at all meetings and be responsible for scheduling the meeting room, providing agendas for regularly scheduled meetings and training opportunities, oversee the budget, report on assessment efforts pursued by the Career Development Alliance, coordinate and staff committees, and facilitate public relations and promotional efforts of the Career Development Alliance)
   b. *Secretary* (The Secretary shall take minutes of Career Development Alliance and Leadership meetings, regularly communicate with Alliance members, post minutes on the Career Development Alliance website, take attendance, contact new advisors on campus and invite them to join the Career Development Alliance, and assist with other projects as needed)
   c. *Training Coordinator* (The Training Coordinator shall contact other departments to coordinate professional development opportunities at regularly scheduled meetings, lead the Training Committee to further develop a Career Development training curriculum, maintain training records, coordinate training offered to student mentors and assist with other projects as needed)
   d. *Assessment Coordinator* (The Assessment Coordinator shall work with the Chair to coordinate the assessment of career services, oversee the Assessment Committee, collaborate with such organizations as the National Association of Colleges and Employers (NACE) to generate a more comprehensive assessment report, and assist with other projects as needed)
   e. *Timelines* – The current by-laws call for nominations to occur in August. Seeing that we do not have a meeting scheduled in August, we will work towards a slate of officers at today's meeting.
4. **Highlight: Leveraging CRM Tools to Enhance Internships**
   a. Please direct all student-facing information regarding internships within your programs to Rob
   b. Also, please direct all information about internships that you or members of your program would share with an employer, external entity, or other intern host to Rob
   c. Need to source a small team (3-5 members) to test the internship interface developed by the CRM team

5. **Calendar: Events & Large-Scale Programs**
   a. **Scheduled:**
   b. **In Development:**
6. **New Business:**
7. **Adjourn**

Future Meetings

Date	Time	Location
Friday, September 8th	10 a.m.	Raccoon Mountain Room
Friday, October 13th	10 a.m.	Signal Mountain Room
Friday, November 10th	10 a.m.	Signal Mountain Room
Friday, December 8th	10 a.m.	Signal Mountain Room