

Career Development Alliance Meeting
University of Tennessee at Chattanooga
Raccoon Mountain Room, University Center
January 10th, 2018

Members attending: Meagon Bean, Vikki Bernotski, Gregory Bittle, Bengt Carlson, Donna Cooper, Sue Culpepper, Chris Cunningham, Julie David, Todd Dockery, Rebecca Dragoo, Diana Fryar, Irene Hillman, Marc Holcomb, Staci Lee, Rob Liddell, Patricia Lin-Steadman, Andrea Lyons, Matt Matthews, Jan Michaels, Mark Rehm, David Steele, Joe Wilferth, Jaclyn York, Sandy Zitkus

Call to Order: Rob Liddell called the meeting to order at 3:06 p.m

Review of the December 8th Meeting Minutes: Motion made to approve the minutes by Vikki Bernotski and seconded by Todd Dockery. Motion carried by unanimous vote.

Career Development Alliance Fall Review:

The Career Development Alliance has made steady progress towards creating the structure of the group. We circulated bylaws meant to govern the group and adopted them with minor clarifications. Within those bylaws, we stated the group's purpose:

The UTC Career Development Alliance provides support to the career services community at the University of Tennessee at Chattanooga and is committed to serving the students at UTC. The organization accomplishes its mission by achieving the following goals:

- o Creating a forum for discussion of current career services issues related to career services, including internships, career connections, programs, and employer relations
- o Providing quality professional development for career services employees and student mentors
- o Improving campus communication about issues related to career services and sharing of best practices
- o Training new career services staff and providing updates on career opportunities, programming, and employer information

We were able to seat four officers

Secretary-Julie David

Training Coordinator-Irene Hillman

Assessment Coordinator-Chris Cunningham

Chair-Rob Liddell

Ground we've covered thus far.

September: We began to discuss ways in which we might automate and standardize internship practices within Academic Departments. This conversation has produced a deeper engagement with the Office of Evaluation, Planning and Institutional Research. While this work is still ongoing, we remain committed to complimenting the work occurring within Academic units towards helping students gain meaningful experience while engaged in coursework. The Training Committee invited a talk on understanding student presentation during a resume critique featuring cues to watch for concerning holistic student development and success.

October: We invited Chris Guzek from Symplicity to provide an overview of Moc Links. This software is offered to students and alumni to better connect them with career opportunities. The system currently has more than 3,000 student-activated profiles and accounts associated with more than 1,500 employer contacts. The take away from this presentation was that, while a capable product, Moc Links requires a significant reintroduction and possibly consider replacement with a strong system available in the marketplace. Also from this meeting, we identified a need for volunteers to evaluate any new technology we might consider adding to our students' toolkits.

November: Members of CDA were invited to participate in the Army Materiel Command Academia Day in Huntsville, AL. Dr. Cunningham offered a presentation on O*NET, the United States Department of Labor’s tool for career discovery and job analysis. This talk discussed the foundation of the tool and provided a hands-on demonstration of how a career counselor or student might benefit from the resources offered there. During the meeting, CDA members from the Joseph F. DeCosimo Success Center offered to host a webinar in their office (1-24-18) from the National Association of Colleges and Employers entitled, “Filling the Gap: Engaging Historically Underrepresented Groups.”

December: The Training Committee invited a talk from Staci Lee and Todd Dockery, both from UTC Human Resources, on Applicant Tracking Systems. This presentation offered best practices for career counselors working with students as they prepare resumes and professional documents during their career search. Cindy Williamson offered a timeline and some quick steps associated with learning outcome reporting through Compliance Assist. She also shared the current practice around first destination data collection and reporting. During the meeting, we shared a new date and time for our meetings: second Wednesday of the month at 3 p.m.

Throughout the fall semester, we invited announcements from membership about upcoming programming and occasionally solicited for volunteers.

In 2018 we’d like to...

Feedback from the Committee members:

Bring a buddy campaign

Extend invitation to new hires and include CDA information in the onboarding process

Include CDA information in Walker Center new faculty and adjunct orientation

Recruit representation from each department on campus—as we attend other committee meetings on campus, extend invitation to CDA monthly meetings

LinkedIn and word match information

Yancy expressed importance of aligning with Strategic Plan. Common, uniform outcome and timeframe across campus

Invite to speak:

- Moe Baptiste and Sue Culpepper-BCBS has teamed up with Sue Culpepper and Mo Baptiste to offer an “externship” leadership program on the BlueCross campus for first generation students from UTC. 2 externships per semester.
- Library skill building-extend invitation to individual presenters to share expertise

March 13th Alumni breakfast 7:45-9:30am. (Andrea Lyons and Rob Liddell)

Future Meetings:

Wednesday, March 14 th	UC Raccoon Mountain Room	3 p.m.
Wednesday, April 11 th	UC Raccoon Mountain Room	3 p.m.

3:58 Motion to adjourn made by Rob Liddell