

Career Development Alliance Meeting
Chickamauga Room, University Center
Nov. 14, 2018
8:45am-10:00am

Members attending:

Meagon Bean, Scott Bittle, Bengt Carlson, Donna Cooper, Chris Cunningham, Alec Dalton, Julie David, Marc Holcomb, Stacie Grisham, Daniel Grzesik, Staci Lee, Rob Liddell, Deardra McGee, Jan Michaels, Sherry Marlow Ormsby, Gretchen Potts, Leslie Pusey, Cindy Williamson

Call to Order: Rob Liddell called the meeting to order at 9:00am

Review of Minutes from Sept 12th meeting: motion made to approve the minutes by Gretchen Potts and seconded by Chris Cunningham. Motion carried by unanimous vote

Announcement: Community Service Opportunity At Brainerd High School- This Friday, November 16th From 11:00am To 3:00pm:

Do you want to make a direct hands-on impact within Chattanooga through meaningful action? Do you want to give back to others? Are you ready to address the needs of a local high school? Then we need YOU and your colleagues/friends to join other UTC Mocs at Brainerd High School to assist with a Beautification Project!

To secure your spot, complete the "Brainerd High School Beautification Project" Form on MocSync at <https://mocsyncorgs.utc.edu/submitter/form/start/228261>. This opportunity is open to UTC Students, Faculty, Staff, Alumni, and Friends. Should you have any questions, do not hesitate to contact Mo Baptiste (Executive Director for Student Affairs) at Moise-Baptiste@utc.edu or Daniel Grzesik (Director of Leadership Programs and Assessment) at Daniel-Grzesik@utc.edu

SGA will provide mentorship for BHS students in the spring

Guest speaker: Bengt Carlson-Experiential Learning Coordinator

- ThinkAchieve--a platform to support measurable experiential learning for UTC students. In-line with Strategic Plan 1A
- Involvement Matters. Students earn points by participating in designated events, experiences, courses and community engagement.
- Communicate authentic learning opportunities to UTC students
- List of currently listed Experiential Learning Course Section Listing: <https://www.utc.edu/think-achieve/beyond/courses.php>
- Guideline for Beyond the Classroom Course Designation and Application Form for Designated Course: <https://www.utc.edu/think-achieve/experiential-learning.php>
- Students complete a reflection card to earn points: <https://www.utc.edu/think-achieve/critical-reflection.php>
- 25 listed experience opportunities for students-non-academic credit bearing learning endeavors: <https://www.utc.edu/think-achieve/beyond/experiences.php>
- All points accumulate toward being recognized as a ThinkAchieve Graduate: <https://www.utc.edu/think-achieve/beyond/thinkachievegetuate.php>

Handshake Update-Rob Liddell

- Small stipend available for unpaid internship.
- There are currently 67 Fellowships and 30 Volunteer positions posted in HS

- UCS and Tonia Martin will lead faculty/staff workshops in early spring. Support 1st destination surveys
- Staci Lee can post staff positions in Handshake
- Workshop Wednesdays will take place in the spring for students.

Impacting Career Readiness: how to enhance the student employment experience

TABLE 1: discussed the tendency to get stuck on trying to find tasks relevant to a work study student's major. Instead, having the 8 NACE competencies to use as a framework would allow the supervisor to identify tasks for the student that would help develop those skills. This is ideal since they are all transferrable and would be useful to the student in any future employment situation.

TABLE 2: How to create a fulfilling student employment experience: student workers should keep some sort of record of what they do on a daily basis, like projects and duties. This documentation allows student workers to reflect on what work has been completed, quantify the amount of work, and translate that into a resume or interview setting.

TABLE 3:

- Realistic job description
- Limit # of hours student worker able to work; therefore, opening opportunities for more students to work
- Map to professional competencies
- Campus-wide student worker handbook and training
- Training to included workplace etiquette
- Train the trainer led by upperclassmen who have previously worked as student worker

Call to Adjourn: 10:15am

Upcoming events:

JCPenny Suit-Up event on Sunday, January 27th from 6:30 until 9:30 p.m

Future Meetings: (**PLEASE NOTE:** Changes in Meeting Locations and Times)

Wednesday, December 12th, UC Chickamauga Room, 8:45am – 10:00am
 Spring semester meeting time: 2nd Tuesday of every month 8:45-10:00am