

**Career Development Alliance Meeting**  
**University of Tennessee at Chattanooga**  
**Raccoon Mountain Room, University Center**  
**Sept 8, 2017**  
**10:00am**

**Members attending:** Rob Liddell, Donna Cooper, Danielle Bragg, Squoia Holmes, Stacie Grisham, Jennifer Guess, Staci Lee, Chris Cunningham, Daniel Grzesik, Todd Dockery, Irene Hillman, Jaclyn York, Sandy Zitkus, Cindy Williamson, Marc Holcomb, Tonia Martin, Gregory B, Julie David, Sue Culpepper, Rebecca Dragoo, Lee Harper, Sherry Armstrong, Carrie Sherbesman, Aubrey Duman, Yancy Freeman, Mark Rehm

**Call to Order:** Rob Liddell called the meeting to order

**Approval of Minutes from July 31<sup>st</sup> meeting:** Motion made to approve minutes, Irene Hillman. Seconded by Todd Dockery. Motion carried by unanimous vote.

**Internship Overview:**

Tonia Martin discussed campus-wide CRM and Internship sub-committee.

- Subcommittee needs representative from CHEPS and CECS—offer robust understanding of curriculum, practicum, workflow
- Marketplace Smart forms to share and maximize a match to employer needs
- Participation needed to test and offer maximum input on the frontend
- Discussion topics to included: Background checks, How does a student benefit from registering?, what do we ask on the front end?, functional alignment, educate employers and introduce forms and processes, introduce a timeline to students, receipt of student responses

**Assessment Overview: Chris Cunningham**

- Supplement standard set of questions with what Deans and Department Heads want/need. Need to boost completion rate
- Begin with undergrad students. Follow-up with grad students
- Come up with best practices

**Training Overview: Irene Hillman**

- Rob Liddell--Resume Critiques available to students through the University Career Services (see attached handout. Rob will share powerpoint)  
Focus on the positive, show genuine interest, read and understand the interaction, be encouraging, be cognizant of the challenges and struggles a student may be facing. Review of questions you Can and Cannot ask, 2 Ways to Improve a Resume, review of style and format, Conclusion and action steps.

Upcoming Topics:

- October-Donna and Mark-Overview of Moc Links System. (3000 students and Alumni, 1500 employer posts, mobile link)
- November-Adding Career Questions to Academic Advising
- December-ATC: Applicant Tracking Systems

**CRM Overview: unable to complete**

- Will reschedule: Handshake Introduction and Demonstration-- Randy Bitting

**Questions/Concerns/Updates**

- Vendor reviews: sign up with Irene and Rob
- Leadership Development Calendars are available for pick up on your way out

**Motion to adjourn at 10:58am:** Rob Liddell

*Future Meetings*

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
Friday, November 10	10 a.m	Signal Mountain Room
Friday, December 8	10 a.m	Signal Mountain Room