

**Career Development Alliance Meeting
University of Tennessee at Chattanooga
Raccoon Mountain Room, University Center
May 9th, 2018**

Members attending: Meagon Bean, Vikki Bernotski, Scott Bittle, Bengt Carlson, Chris Cunningham, Julie David, Stacie Grisham, Irene Hillman, Marc Holcomb, Stacie Lee, Rob Liddell, Janice Michaels, Sherry Marlow Ormsby

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

Review of the April 11th Meeting Minutes: Motion made to approve the minutes by Irene Hillman and seconded by Stacie Lee. Motion carried by unanimous vote.

Discussion of Strategic Priorities (powerpoint uploaded to CDA webpage)

- Engaging University stakeholders (faculty and Student Development) in dialogue to determine what is currently being offered for career development and where the opportunities exist to expand/start career development programming
 - Scheduling face to face meetings with Dept. Heads beginning with College of Arts and Sciences. Start time-next 2 weeks.
 - face to face meetings with Student Services
 - Develop an inventory resulting from 47 meetings by the end of the summer
 - Identify needs and type of programming goals
- Consistently invite academic department and Student Development area representation to join, attend, and contribute to the Career Development Alliance
 - 'Bring a friend' to CDA meetings
 - Add diverse perspective
 - Member list on website-keep updated
- Work towards a shared calendar for career programming to be listed with event-specific information accessible to students, staff, faculty, and employers
 - Awareness of Campus-wide events
 - Employer visits
 - Grad programs
 - Career opportunities

*How would you see your role in getting involved in these efforts?

-Engage

Alumni Affairs

- Subgroups
- eNewsletter Blast

-Work

- Expand this piece. Share best practices. Split into 'share and advocate'. Need a voice to share all we do at UTC
- Highlight topics and testimonials – Shawn Ryan

Previewing Handshake: UTC's incoming Career Management Platform

Videos uploaded to CDA webpage

- Student Onboarding (3:23)
- Handshake Student Profile Overview (2:45)
- Discovery and Search in Handshake (2:59)
- Events and Fairs in Handshake (2:37)
- Timeline
 - *Invitation to help customize our Handshake Platform

Support Employers

- single sign-in from employer and highlight school to display (i.e. UT-Chatt, Martin, Knoxville)
- currently used by quarter of a million employers
- helps employers re-envision hiring process

Support Students

- Tailor experience to specific needs
- Job search meets student at the level of exploration they are comfortable with
- Onboarding piece (points of interest, skills, extracurricular experience, state where student wants to work, major, expected grad term)
- Student can choose to make account public
- Customize 'favorites'
- Filter to full-time, part-time, internship, on-campus employment interest
- Emails and texts sent to phone
- Connected to Banner
- upload a resume and picture, short bio and skills
- links out to social media

Featured Engagements:

- "Handshakes & Milkshakes" Friday, August 24, 2018, Chamberlain Field, 3:00-4:00pm
- Part-time Job Fair, Tuesday, August 28, 2018, UC-Tennessee Room, 1:00-4:00pm
- Law, Medical & Graduate Schools Fair, Wednesday, September 5, 2018, UC-Tennessee Room, 11:00am-2:00pm
- Government Career Event, Thursday, September 20, 2018, UC-Chattanooga ABC, 1:00-4:00pm
- Fall Career Day (all Majors), Tuesday, October 2, 2018, UC-Tennessee Room, 1:00pm-3:00pm and 5:00pm-7:00pm

Future Meetings:

Wednesday, June 13th, UC Raccoon Mountain Room, 3 p.m.

Wednesday, July 11th, UC Raccoon Mountain Room, 3 p.m.

Wednesday, August 8th, UC Raccoon Mountain Room, 3 p.m.

4:00 Motion to adjourn made by Rob Liddell