



## **Strategic Goal #4: Improve Student Career Preparation**

**Organizational Meeting, April 5, 2012 L 244**

**Attending:** Co-leaders Dawna Perez and Chuck Phair, members Deb LaValley, Irene Chalek, Christine DeRosa, Scott Joubert, Glennys Sanchez, John Sabbagh, Euthemia Gilman, Jason Bohanan, Josefina Taveras, Nita Lamborghini

Dawna distributed the NECC Strategic Plan Steering Committee Charter and mentioned that all Goal Teams will have their meeting schedules online so that guests can visit and there will be a blog to keep track of pertinent information as the teams make progress on their goals. She also distributed a sheet with some key questions and elements for us to consider as a team in setting our priorities for this year.

### **NEEDS:**

- **Gather the history:** When the college had a full-service Career Planning Office, how did it function? What were the elements? How was it done? (Rose Dittmer will prepare a document)
- **Currently, who is doing what about career prep? Where is it being done? How are they doing it?**
- **Consider all the elements:** Career planning, experiential opportunities, Work Study, Service Learning, Job Shadows, Internships, distributed career development across offices, workforce development (credit and noncredit, contract, adult literacy programs), career ladders, career resource center, Best Practices.
- What is our vision of excellent student career preparation?
- What are our immediate needs? What is the plan for Workforce Development? How are all of our students prepared for careers? How will we know when we've succeeded?

**Year One:** Gather the data---History, Current, and Best Practices. Immediate needs.

### **Preferred Meeting Frequency, Day, Time**

Our talking points today included the importance of imbuing our students with "soft skills", the work-ready behaviors and attitudes that the workforce demands. John Sabbagh offered that at another college at which he has taught, every class also included a "professional readiness" grade along with an academic grade. Students needed to score above a 2 average on a scale of one to three on elements such as arrives on time, arrives prepared, etc. in order to qualify for internships. He will send along the information to the group.

We talked about finding out what other community colleges are doing (Best Practices) in student career prep. We want to know what our own college is doing currently in all the different areas. For example, what do the health professors do to prepare students for clinicals/internships/externships in terms of workforce behavior? Irene talked about how it's infused in the Transitions to College program and Career Pathways. Scott talked about Disney's 40 hour training on customer service "smiling class", and MIT has a 'charm school' program.

Do we want a course in Professional Behavior that's mandatory? Or keep it integrated across the curriculum? Can it be built into the current College Success Course that is now going to be available to more students, and perhaps eventually become mandatory? Chris DeRosa offered to contact Clare Thompson to ask her to come to one of our meetings and discuss the possibility in the future. It was highlighted that especially for adjuncts who perhaps teach all over, that there is a common vocabulary and shared value around student career preparation---built into the syllabus, perhaps. What is the vehicle we can identify to pull us all together?

As a group we agreed that instead of capturing small pockets of students in niches in different areas of the college (even if we're doing it well), we want to be sure that MOST of our students receive and gain competency in critical areas of career preparation yet to be determined.

It would help if there were a place that students could go for workshops, leads on internships, opportunities, etc. It was expressed we need Sue Grolnic or Paula Richards from the Service Learning Committee on the team. Dawna said she will reach out at the upcoming meeting (4/9).

Chuck asked that any team member with helpful information, models, supporting documentation of what they or colleagues are doing, to send it along to both him and Dawna so we can serve as a repository of the info, and shoot it out as a package to team members. Rose Dittmer will be providing us with a written history of Career Development as it stood when it was a full department and Glennys Sanchez will contribute to that as a former student having worked there and gone through it as a student. Also, we will be receiving any NECC department goals (from across the college) that seem to be aligned with our goal to complete the picture of what it is NECC does currently.

**With that, we set the next meeting to be Tuesday, April 17<sup>th</sup> from 10:30-11:30 in L 244.**