Northern Essex Community College

Strategic Goal 4 Minutes Sept. 10, 2014 ~ L 244   12:00-1:30 PM

Attending: Co-leaders Dawna Perez and Chuck Phair, members Deb LaValley, John Sabbagh, Mike Markham, Lindsey Mayo, George Moriarty, Andrea McPherson-Mesa, Deborah Regan, Ashley Bragger, David Godin and Mike Penta

1. **Convocation and Relevance of Core Academic Skills to SG4**
   - Core skills very prevalent in Strategic Plan Goals #2 and 4. Ellen Wentland at convocation really brought it home when she said, "When we at the college hire, we look for these core skills (written communication, public presentation, global awareness, information literacy, quantitative reasoning, science & technology)."
   - We need to continue to align the importance of the core academic skills in the work we are doing in Goal Team 4
   - How do we capitalize on that to encourage more faculty to require/give extra credit for students to attend workshops? We have a Merrimack College Fellow, David Godin working with Ashley on Inventory to career pathways. Pat Morrow shared that she has expanded the opportunities to include student life events and activities.
   - Making workshops more accessible or videotaping as additional resource for students: Subcommittee to set parameters and work plan/timeline. We need something more tangible, i.e. certificate of completion. We need to do tracking of NECC workshops. It was stated that some students just drop into a workshop and do not sign up. For tracking purposes, faculty need to verify with Ashley the attendance of workshops. We need a tracking mechanism to gather information on who is going to what workshops. Discussion on Blackboard shell as it can have multiple instructors. Ashley will follow up with Sue Tashjian in regards to the capability of Blackboard. Though the videotaping of workshops would be a good option for students, it was noted that it should be limited to certain students since actual attendance is more helpful in retention. Suggestion of doing a 5 minute video to start and then if student wants full video, they can send an email request. Pilot 2 or 3 most popular workshops. Nathan Gilbert is the primary contact for scheduling the videographer.
   - Discussion on the difference between data collection and data analysis. A data dump "shared" drive will be created by Mike Penta, but wants to know

what data we want to collect? Ideally, all participating groups who host workshops would copy an Excel file of actual attendance to workshops to the shared drive, and we could merge them into one document by workshop type/date/student name and ID.   He can create a form as well.

- We need to reiterate to students that they need to update their resume every few months as you job be it volunteer or paid may change with a new skill or responsibility.

Internship Program
- A subcommittee will begin to meet to discuss how the program should grow and the supports/budget it will need in order to grow it.
- We discussed having an internship program that was for the liberal arts students that would be organized around the core academic skills, rather than a specific job. When you remove the industry from the equation, it allows us to look at all employers and to open up opportunities to a more general cohort.
- David Godin will be reaching out to faculty in the Liberal Arts or General Studies areas asking what these areas are looking to gain in terms of career preparation for their students. We should not assume that the solutions we have in place thus far will work for these students. Additionally, David will connect with individual faculty members in an effort to pursue his capstone project which focuses on career exploration for students in liberal arts fields.
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III. What more can we be doing to reach more students?
- Note: we need to know what budget recommendation we are making by February.
- Alumni panel for health programs was well received and we should think about business programs. Entrepreneur alumni were scheduled during class time and was well received. Spring is the best time to do this, to avoid weather issues. Think about April for business panel?
- Do we want to be more strategic about resume reviewing with students outside of the Internship Program? What would this look like? Could we have open resume advising sessions for students to drop in and receive help? Would members of the Goal Team be willing to help?
- How do we ensure that all students are receiving some sort of career preparation component? Do we identify classes as "career ready" courses that every student takes?
- Should we look in using a "Passport to Professionalism" from the online Career Services Conference we attended in August? This will help students be aware of various circumstances in the workplace and how to go about navigating those situations.

OTHER:

Proposed Goal Team 4 Event -
* Target graduating students during graduation week and host a networking event
* Perhaps we could have workshops focused on this population leading up to the event in order to prepare the students for the event.
* One suggestion was to have a mock networking event with Goal Team 4 members before the big event to help them go through this activity.