

## Strategic Goal #4: Improve Student Career Preparation

September 24, 2012 L 144

**Attending:** Co-leaders Chuck Phair and Dawna Perez, members Ashley Bragger, Irene, Chalek, Christine DeRosa, Euthemia Gilman, Sue Grolnic, Deb LaValley, Deborah Regan, John Sabbagh, Glennys Sanchez, and Josefina Taveras.

We began with Ashley introducing herself to the team, and going around for members to introduce selves to Ashley. A suggestion was made to contact the Student Senate to find out if the current president or a designee might have interest in being a member of our team since Jason graduated. Dawna mentioned that Jason Bohanan was still planning on joining us as his schedule allows. Dawna will reach out to Student Senate via Dina Brown to see if there is interest.

Ashley summarized her work in creating the Career Prep Map of NECC and talked about the backup document that goes into more detail. All agreed that it was very thorough and that Ashley accomplished a lot in a short time. Ashley mentioned a couple of people spoken to recently that she will add to the document. It was suggested that we also “sort” the data by types of service to see where duplicative efforts exist (i.e. resume writing workshops or interviewing skills done in several different places in the college...perhaps some of the workshops can be centralized for efficiency and greater student reach, and departments can continue with their area-specific trainings).

### KEY POINTS:

- Don't forget about talking to the vocational high schools about how they do career prep
- Do we know the number of actual graduates in a particular department/field that get jobs in that field?
- NECC has no job placement office. Mike Markham has limited capacity as to how many inquiries he can handle at once. We are missing out on a lot of opportunities to link students to jobs.
- Some colleges (BU, BC) host Job Boards where employers can post jobs without going through any bureaucracy and students can check the link and find job openings.
- Let's keep asking WHY we need this, for what purpose...that will lead us to the 'how'

### SUGGESTIONS FOR FURTHER THOUGHT/DISCUSSION

- Go to industry professionals and ask them what they need to see in prospective employees (Our OAB and various department Advisory Board interviews will address this)
- NECC's website needs a central location for career exploration. This may be an easy success for the team and an opportunity work with marketing. Christine was previously involved in creating the website for the Career Development Unit in the past and has offered to help envision what this idea should look like.
- (Sue G) We need a rational system of experiential learning to allow students access/ exposure to various industries of interest
- (Sue G) SUNY has a website link, a virtual career exploration site where students can see professionals working in their field, virtual career shadows...if we want to reach ALL of our students, including those taking primarily online courses, this would be a great option
- Career panels (within majors, school-wide) with alum or community partners a couple times a year...also have available as a webinar or Skyped so that students off-campus can still participate

- Links to high quality career videos produced with/by faculty or staff (or others) with expertise in Interviewing Skills, or Resume Writing, etc. (But what is the hook for students to watch? Make it a class homework assignment?)
- Career Success Seminar (1 credit?) offered in last semester (as bookend to College Success for incoming students) that addresses many of these career prep critical needs as defined by industry reps. How to package/brand self for best reception in the employment arena. This class should be required for all students as a standard of preparation for employment as they leave NECC. We can incentivize faculty to participate in the program by offering them college service. We should also utilize our community partners as guest lecturers to give the students some real world perspective. Given the nature of some academic programs, this course may need to be departmentalized. However, there should also be a general course for students focusing on liberal arts.
- Departments that are doing things really well could possibly advise others on how to structure a successful program. We used Judith Ciampi's model of career prep for her students as an example. She has a job distribution list that she sends out. Students who wish to receive the email must first give her a resume and cover letter to prove they are serious.
- Community partners should be viewed as mutually beneficial relationships. For example, when community partners would like to post a job on NECC's website, we should be able to ask them to come in and offer a career presentation for our student's benefit.

#### NEXT STEPS

- **Dawna** will contact Dina Brown regarding Student Senate rep if anyone is interested
- **Chuck** will speak to Renee Deyermond about Job Board hosting through TAA grant
- **Sue Grolnic** requests that **team members** ask whomever we see "Why is it important for NECC to have experiential learning as part of its culture?" and send her responses (by email, phone, voicemail, any way you can)
- **TEAM**—send some specific questions you'd like to ask an Advisory Board member regarding Student Career Prep and what they'd like to see, what they require, what has been missing. We will compile and discuss, identify the Advisory Board members and arrange for Ashley to execute in whichever format makes the most sense (phone call, visit, focus group, etc.)—If you're familiar with the AB, please offer direction as to best way to reach them!
- **Christine** will check for docs around website redesign for Career Development and see if it can guide us in recommending a webpage for Career Services that is easy to find with links to all current career services/career prep activities in the college.
- **Sue** will continue her listening tour and to research various models of experiential learning. Progress to be shared with team.
- **Ashley** will have Beth Donovan post the Career Map and backup document, as well as minutes to Strategic Plan webpage <http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-4-improve-student-career-preparation/>
- **Ashley** will collect and help develop questions for Advisory Board survey (or interview) and design structure to complete task.
- **TEAM** (especially those very involved with PARCC)—keep apprised of developments within initiative that will help shape our work, necessarily. <http://www.parconline.org/> Once the definition of career readiness has been defined by the PARCC initiative (within the next month), we will be able to align our definition as a team.

**Our next meeting is scheduled for Monday, October 22, 1:00 – 2:30 PM in L 144**

