

## Strategic Goal #4: Improve Student Career Preparation

November 22, 2013 SC203

**Attending:** Co-leaders Dawna Perez and Chuck Phair, members Ashley Bragger, Irene Chalek, Nita Lamborghini, Deb LaValley, Mike Markham, Lindsey Mayo, Andrea McPherson-Mesa, Karletty Medina, Paula Richards, John Sabbagh, Megan Shea, Silvia Banos

### UPDATES

**NACELink:** The first part of the meeting was dedicated to showing the team NECCLink, along with Andrea and Cesar's work on the new Career Services website, including an embedded log in for NECCLink. Through the NECCLink demonstration, the Goal Team raised many great points that Ashley will either fix or address with Symplicity.

Throughout the course of the demonstration, we discussed the communication plan for NECCLink which involves presentations at Coordinators', Chairs', and Department meetings, a soft launch with employers and students, a press release, Navigating NECCLink workshops, posters and flyers, and trainings for Academic Advisers and Recruitment staff. Ashley is also in touch with Dina Brown about adding this information to new student orientation.

We also discussed the new policies in place regarding Employer Recruitment and Internship Compensation. These policies have been vetted through the legal department and have been approved by the college. They will be available for employers to view on the Career Services website. These policies make direct reference to the Department of Labor Fair Labor Standards Act and the National Association of Colleges and Employers' position on unpaid internships.

**Workshops:** Later, we discussed how the workshops would be handled moving forward. In the spring, students will be able to view the workshops in the same location on the Career Services website. However, when they go to register, it will direct them to the NECCLink log in page and prompt them to create an account. From the system, they can RSVP for workshops and information sessions. This will help us manage the workshops with the availability to establish workshop registration caps and wait lists. NECCLink is also tied to Google Analytics, so the data collection capability will be incredibly helpful.

**Quick Guides:** Team members shared their Quick Guides for NECCLink's Multimedia Resource Library. These Quick Guides are in draft form and are due at the December Goal Team meeting. Ashley and Dawna will format to ensure consistency and information completeness.

**Community engagement:** We also had an update from the Community Engagement subcommittee. They have met with those across the college doing community engagement work and will be developing a data base of people at NECC who do community engagement work and an inventory of their service partners in the community and their needs.

**Other:** It's that time of year again, Progress Reports are due! Dawna, Chuck, and Ashley will work to submit those to the Steering Committee. We have made significant progress and now it is time to start to think "what's next" and to bring those ideas to the Steering Committee.

### NEXT STEPS

- **Ashley** will coordinate updates to the NECCLink software based on Goal Team suggestions.

- **Andrea** will make the new pages of the Career Services website live on December 2<sup>nd</sup>
- **Team members** who volunteered to develop individual quick guides will create and send them to Ashley and Dawna by the team's December meeting.
- **Ashley** will have Beth Donovan post the 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/>

**Our next meeting is December 20<sup>th</sup> from 9:00 – 10:30 in SC203**