

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

**February 21, 2014 SC203**

**Attending:** Co-leaders Dawna Perez and Chuck Phair, members Ashley Bragger, Paula Richards, Mike Markham, George Moriarty, Karletty Medina, John Sabbagh, Sheila Muller, Megan Shea, Deborah Regan, Deb LaValley, and Nita Lamborghini.

### **BIG PICTURE CONVERSATION**

- In various venues/meetings/teams across the college there is cohesion around community service/service learning and career preparation being connected via a holistic approach to student development. There is momentum around a lot of our work, so what is our next step?
- The question at this point is do we want to go grand with our plans or do we want to enhance what we already have in place? The team's answer is both!
- Right now what we really need to do is think about how many students we want to reach and how much will it cost.
- It was suggested to the team that we form a Process Management group around the proposal of a holistic center to capture the work of the team. This PM group would need solid leadership and would present to the Strategic Planning Steering Committee and cabinet members, with hope that it would turn into another Strategic Goal in the next plan.
- As you may have noticed, the Career Services website has been completed. We think it is cleaner and easy to navigate. Take a look! Also, keep directing students to sign up for NECCLink, as there are lots of employers and opportunities there now, and students can get started on creating/polishing their resume, doing career searches, and learn about salary ranges by position/industry.

### **NECCLINK ENHANCEMENTS**

- Ashley will check with Cesar in marketing to see if we can link a running list of job posts on our website that are available through NECCLink. This was done at Mt. Wachusett.
- We will need to assemble a team to work on a smart registration form that will prompt different questions based on the user type – i.e. student, alumni, non-credit, faculty, or staff. Identified people for this team include Karletty, Deborah Regan, Joan Scionti, Andrea McPherson-Mesa, Lindsey Mayo, and someone from non-credit. Ashley will coordinate the group.
- Ashley will set up train the trainer sessions and will work with volunteer team members including Sheila Muller, Deborah Regan, Karletty Media, Megan Shea, Mike Markham, and Dina Brown, to get them trained in facilitating NECCLink to different students, faculty, and staff.
- Ashley will start working with Karletty on translating items into Spanish on NECCLink.
- Ashley will coordinate a subcommittee designed to enhance the Multimedia Resource Library in NECCLink. The idea is to film key workshops such as Resume Writing and Cover Letter Writing and house them on NECCLink for students to have access to when they can't come in person. The team will reach out to Brian Knoth the new videographer to help with this.

### **WORKSHOPS**

- John Sabbagh suggested that we advertise the workshops farther in advance to help faculty plan their syllabi. After the March planning meeting, we could put the workshops on the website and list the locations "TBD." This will give the students a flavor of what is to come, as well.

- We also need to look into different workshop times. John Sabbagh is willing to expand his Resume Writing and Cover Letter Writing Workshops and offer them as a two-part series for evening students on both the Haverhill and Lawrence campuses.
- It was also suggested that those students who attend the Business Etiquette Luncheon hosted by the Student Success Center should be invited to a Chamber networking event. This will allow the students to put into practice the things they learned at the workshop. Megan and George will reach out to their contacts to determine an event(s) they could attend. After, Karletty will make the students aware of the opportunity.

#### **NATIONAL CAREER READINESS CERTIFICATE**

- The certificate has come up several times in MA and they are trying to ramp up interest again.
- Some states require that all students get this stackable credential prior to graduating.
- We think it will be particularly challenging to gain buy-in from employers. We also need to know who the governing agency is and how much weight the credential would hold with employers.
- Currently the company that grants the certificate is trying to partner with community colleges to involve them with the exploration.
- The TAA grant is offering statewide funding to provide access to this certificate.
- We want to understand how to make it more academic, perhaps turning it into a one credit career readiness course with a certificate and transcript notation.
- It would be helpful to have testimonials from employers in other states.
- Nita wondered if the leadership program could be a feeder for the NCRC.
- Ashley did a Career Readiness Course proposal for a local high school. She will provide the team with the information for a subcommittee to explore the idea and see what it would require,

**Our next meeting is March 21st from 9:00 – 10:30 in L244**