

Strategic Goal #4: Improve Student Career Preparation

March 22, 2013 SC203

Attending: Co-leaders Dawna Perez and Chuck Phair, members Ashley Bragger, Sue Grolnic, John Sabbagh, and Megan Shea.

We began by discussing the website subcommittee and how the website planning is moving along. Once we meet in a larger group, we will be asking for more individuals to get involved. Ashley will send out some information to the team. We will ultimately need help populating the site and the content information. Therefore, if there is a particular user group (i.e. students, faculty, employers, alumni, parents, etc.) that you would like to contribute resources to for the website, please volunteer to help out the team! Valley works and WIB would be useful resources so we should determine where is the most appropriate place for this material to be housed on the site. We will be sweeping through all of the materials and revising them. Megan mentioned that ValleyWorks has updated career information that we can refer to. The career center has a template for resume writing resources for both young adults and older adults.

The Sandbox funding is no longer available for our team to use on the website. They want the college to use the funds in a more entrepreneurial spirit; putting it towards things like an entrepreneur club or liaison. They will be sitting with Lane to discuss how MCC has used the funds in order to have an in-house entrepreneur agent. Although this is a good idea, we are charged with something different and we need to be able to reach many more students.

A question was raised in regards to how the work on the website is related to CPAC. The answer is that we have included Nora and Mike as part of the committee and the discussion. We are trying to make as many connections as possible across departments to ensure that we are transparent in our processes and that everyone understands what we are trying to accomplish.

One of the most important projects we are looking into at this point is a better or easier way for employers to post jobs for our students so that they have more opportunities to gain experience. Blackboard has a free module that can be added called internships.com. On this site, employers can post jobs directly or subcontract with Internships.com to have jobs pulled from their applicant tracking system. This service is easy to use and is on the Blackboard site right on the homepage, so students see it every day. However, if we want to track what students are doing, the analytics would probably come with an added fee. We are also looking into College Central Network and what NECC uses to post jobs, in order to see if that system has this functionality.

We are also looking into NACELink and Symplicity which offers job postings, resume building, on-campus recruitment organization, online appointment scheduling, and mock interviewing practice. The baseline system costs \$2,000 annually with some of the modules having additional costs. For example, the resume builder would be an additional \$500 annually. We are also in contact with Interview Stream which is a mock interview service that allows students to customize an interview, practice their skills, and receive feedback from their career advisor. We have webinars on both systems to learn more about and to receive formal proposals.

When considering job postings for students we need to be aware of placement agencies. Companies are also hiring temporary positions more often in order to avoid paying for benefits. Additionally, we need to separate students who are job hunting vs. students who are looking for internships. With internships we need to be really clear about what we expect the internship to do for our students and also the responsibilities expected from the students. There needs to be someone in place to go out and build relationships with these companies.

Our team is also looking to get approval to move forward with portfolio development from the Steering Committee. Once this happens we will be looking for members of Goal Team 4 to become active in

the development of this program. The portfolio development will include a one credit preparation component and an additional two credits received once the portfolio is complete. We will be looking for subject matter specialists to help with portfolio development and to create a linkage with faculty. Kingsboro Community College does great things with portfolio development and it was recommended that we see what they are doing.

The Department of Labor's competency listing for different careers may help develop a checklist of things to include in these portfolios. The list also identifies soft skills too. Additionally, PARCC has finalized their definition of college and career readiness, which will define how we prepare our students in grades K-16. These portfolios would be really helpful to include in their transcript and in their resume.

KEY POINTS

- The Goal Team wants your help and encourages members to pick an interesting project and get involved! More to come on moving forward with the Portfolio Development.

SUGGESTIONS FOR FURTHER THOUGHT/DISCUSSION

- What are the necessary components of a Career Portfolio and how will the portfolio fit in with the student's academics?
- Encourage members of the college to join the team or to reach out to Dawna or Chuck with suggestions!

NEXT STEPS

- **Megan** will put Ashley and Dawna in touch with Cindy Key to help us with information for our site
- **Dawna, Chuck, and Ashley** will participate in the webinars for Interview Stream and Symplicity, Ashley will send out invites to Megan, John, and Sue.
- **Ashley** will reach out to Mary and find out what HR uses for job postings
- **Dawna** will get in touch with Donna at College Central Network to learn more about the system
- **Website sub-committee** will continue to gather resources and update information needed to redo the site. Please volunteer to help!
- **Ashley and Dawna** will connect with Lindsey Mayo in Alumni Relations to begin discussions about how to incorporate Alumni Relations into our team's work
- **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 Friday, April 26nd from 9 -10:30 in L144