

Strategic Goal #4: Workshop Subcommittee

**Thursday, June 20, 2013
Nora Sheridan's Office – Haverhill, MA
12:30 – 1:30 PM**

Attending: Ashley Bragger, Dawna Perez, Nora Sheridan, Dina Brown, and Christine DeRosa

UPDATES

The workshop collaboration team has decided to meet on July 22nd with Andrea to determine the look and feel of the Career Services workshop page on the website. Andrea asked Ashley to meet prior to July 22nd to discuss the team's need and how MARCOM can help. Andrea gave Ashley three options for posting the workshops online (see meeting notes online). Ashley will meet with each group (i.e. Student Leadership, CPAC, SSC, and Learning Accommodations) to explain the options and build consensus. If we want to post workshops in August, all decisions must be made by July 22nd, otherwise we are looking at September.

Ashley updated the team about the meeting with Andrea and the options for posting workshops on the Career Services website. We discussed Dina's initial concerns and Andrea's answers, which were satisfactory to Dina and the team. Dawna also shared Nita L.'s concerns about maintaining a certain amount of open seats for some workshops which the leadership students are required to attend. The team agreed to hold a certain amount of seats in the popular Leadership workshops for this population. We also discussed placing caps on certain workshops that are well-attended due to room space concerns. We will ask Andrea if this is possible.

We then discussed the Strengths and DiSC workshops. Dina is concerned that if these workshops are presented as posts, students will see it on the NECC calendar and will not realize that they need to pre-register or take the test beforehand. Without this step, the workshops will not be as meaningful to the students. Andrea suggested that we make the pre-registration, contact information, and code access clear in the description. The team decided to limit the Strengths and DiSC workshops to current students only.

DECISIONS

The following decisions were made at this meeting:

1. All workshops will be posted on one page, with recognition of each stakeholder at the bottom
2. Workshops will post to the NECC calendar and seamlessly link to the Career Services webpage
3. As the posted dates expire, workshops will drop off, but will maintain the description for later use
4. The registration form will need to be manually updated to remove expired workshops
5. Christine DeRosa volunteered to update the fall and spring workshops and the registration form. A protocol will be established to get Christine the information in a timely manner.
6. A general email bin will be established to receive online registration confirmations
7. An Excel database will be populated by these confirmations
8. Each group will designate two people to have access to both the email bin and the Excel data.
9. One person will manage the emails with a protocol for deleting and maintaining the folder.
10. Three areas will have access to the information – Student Leadership, CPAC, and SSC, with the possibility of Learning Accommodations, depending on how they decide to proceed.

11. Each group is responsible for their workshop descriptions, adding department contact information, information about pre-registration, and any limits
 - a. Alumni and community members will be invited after current students are accommodated.
 - b. Only the Strengths and DiSC workshops will be specifically open to NECC students only
12. We can have a roll-out of August 12th if all decisions are made and all workshop descriptions are ready by July 22nd

NEXT STEPS

- **Ashley** will ask Andrea about putting caps on workshop registration
- **Ashley** will talk to the Student Success Center about the decisions that have been made
- **Ashley** will discuss decisions with Andrea, ask her about workshop caps, and discuss easier Excel data collection methods which will help users sort by department
- **Andrea** will present final plan and will coordinate the implementation
- **Ashley** will email the team a standard workshop description, once all team members agree on a format, she will send it to Andrea to help her prepare for July 22nd
- **Team** will determine protocols for systems and will designate a person to maintain the email bin
- **Ashley** will have Beth Donovan create a new subcommittee on the SG4 website and will have her 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/>

Next meeting: Monday, July 22, 2013, SC106, 1:30 – 2:30PM