

National Academic Advising Association Member Career Services Committee

Date/Time: 10/3/10 – 2:00-3:00 p.m.

Meeting Subject: Annual Business Meeting

Meeting Location: Coronado Resort, Laredo 1 - Orlando, Florida

Attendees: Alison Hoff, Lisa Laughter, Grace Cardenas Leal, Bill Elliott

Absent: D. Mary Manning, Meredith Gerber, Felicia Toliver, Valencia Edwards, Jennifer Humber, Jocelyn Wilcher Vickers, Rachel Singleton, Samara Massey, Autumn Cartagena, Carolina Arroyo, Brandis Bernard, Maxine Coffey

MEETING MINUTES

I. Introductions

II. Open Items

a. Report on Administrative Division Activities – Alison

- The member career services committee is under the administrative division of NACADA
- This group met for 5 hours on Saturday
- We need to look at putting numbers together to quantify what we do as a committee, i.e. how many people use our services, etc.
- Looked at the charge for the MCS committee
 - The Member Career Services Committee recommends effective methods for career development for NACADA members, which may include job postings on the web site, employer/employee contacts at conferences, and workshops to assist members with employment searches.
- ASSIGNMENT – To re-vision the charge of the committee and submit to the list serve for approval – Alison will take care of this for the committee
- Suggest continuing to encourage presentations at conferences on topics related to career services and resources. Also to continue to foster diversity on the committee.
- Assist with accomplishing NACADA's strategic plan
- Collaborate with other NACADA groups as appropriate

b. MCS Presentations on Monday Morning – “How to conduct an academic advising job search” by Alison Hoff and Nancy Crone

c. MCS Booth Activities & Assignments

- In need of a few people to staff the booth
- Discussed what resources are located at the booth
- Reminder – we are not responsible for the personal information given

d. Updating Online links

- Bill will check with Maxine Coffey about any changes needed to MCS website

e. Available online? List of books and other references regarding academic job searches and/or curriculum vitas and resumes

- Keep bibliography of books for job searching in higher ed
- Those committee members who haven't submitted their book (w/ reference and short description) are encouraged to do so

f. Academic Advising Today “Dear Career Corner” Articles

- January – Mary Manning (Brandis Bernard was moved to an earlier submission date)

- April – Bill Elliott
 - July – Lisa Laughter
 - October – Grace Cardenas Leal
- g. Committee Outcomes Activity
- Assessment – brainstorm of how to assess what we do
 - Major Activities
 - Write for Academic Advising Today
 - Career Booth
 - Presentations
 - Website
 - Pick one or two ideas
 - Investigate sending personalized e-mails to those interested in jobs in certain regions
 - Survey – click on all of the different services/items members have used in the last year
 - Attended a MCS sponsored conference session
 - Viewed position announcements on the NACADA page
 - Read Career Corner article'
 - Links to resources
 - Do you or your HR person post position announcements?
 - What would you like to see in the future?

Meeting adjourned at 3:00 p.m.

NEXT MEETING:

Title: NACADA Member Career Service Committee

Time: NACADA Annual Conference - October 2-5, 2011

Location: Colorado Convention Center, Denver Colorado