

**Palm Beach Community College**  
**STUDENT SERVICES**  
**Career Cluster**  
**Tuesday, June 30, 2009 CT 105**  
**10:00 a.m.- 1:00 p.m.**

**MINUTES**

**General Cluster Items**

**ITEM 1: Enrollment Management Plan, Advising Team: Action Plan #4-  
Reliable Student Program Objectives and University Transfer Plans**

Discussion: An Enrollment Mgmt. Advising Team committee meeting is scheduled for July 13 to define action steps for each of the action plans. Susan Lang attended this portion of our meeting to determine if the Cluster had previously drafted action steps relevant to this action plan. She was advised that specific steps had not been prepared, but we were willing to prepare a draft of steps that could be discussed at the July 13<sup>th</sup> meeting of the committee.

Data Source: None

Action: Coordinators to collaborate on the drafting of action steps for the plan.

**ITEM 2: Bachelor of Applied Science (BAS) Career Services and assistance  
with Capstone courses**

Discussion: Dr. Ray, Dean Baccalaureate Studies, had suggested that the Career Centers assistance might be needed for the capstone courses in the three baccalaureate tracks. After reviewing the course description on Pantherweb, the Coordinators felt that more information and clarification was needed from Dr. Ray about how we might assist.

Data Source: Pantherweb course description for business capstone course as follows:  
***Course Description***  
*This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be taken during the last semester of the program*

Action: J. Patton will contact Dr. Ray and arrange for her to attend a future meeting with the Career Center Coordinators.

**ITEM 3: BAS Import Routine Update - Amy McDonald, IT (11:30 a.m.)**

Discussion: Career Center's import routine needs to be updated to include fields to identify students in the three Baccalaureate Studies tracks. It is preferred

that the data be placed in the “Status at College” keyword list and that it separate data by the three tracks. This would be ideal, as adding a new keyword category may involve expense since the vendor of the Career Office Program may need to be involved. Amy McDonald, felt that our preference was feasible. She also felt that the changes could be made in time for our fall semester import, which will occur when the Add-Drop period is over on Thursday, August 27.

Also discussed is the problem we have not being able to distinguish between students accepted into limited access programs and those who *intend* to apply for admission (for job referral and other outreach purposes). Amy said she suspects there might be a way for us to capture the differentiation in our download.

Data Source: 4-Dimensional Client database.

Action: Amy McDonald will verify that data can be entered into “Status at College” keyword category and delineated by the three tracks and also look into the limited access issue.

#### **ITEM 4: PBCC- Small Business Development Center**

Discussion: The Small Business Development Center (SBDC), previously housed at FAU, is now located at PBCC’s Boca Raton location. The Center assists small business owners with a variety of their needs when starting and growing a small business. T. Joinson suggested that having links on our respective web pages could help both departments. Career Centers may have small business owners contact us for staff, who might benefit from knowing about the services of the SBDC. Conversely, owners contacting the SBDC might benefit from knowing more about the Career Center’s employer services.

Data Source: Small Business Development Center web page.

Action: T. Joinson to contact Jacie Keeley, the Center’s Director, to explore this possibility.

#### **ITEM 5: Assessment of Career Center Learning Outcomes**

Discussion: J. Patton discussed drafts of a template shared by Helen Shub, Institutional Effectiveness that can serve as a program assessment model. Since the Cluster has identified very specific ways in which we are planning to assess the learning outcomes for Career Services, it was suggested that Helen should have copy to review. Also, we have not heard if the outcomes we submitted were acceptable.

Data Source: Program Assessment Model for Student Services- Orientation and Recruitment.

Action: J. Patton to follow up with Helen Shub

**ITEM 6: School District - AVID Proposal**

Discussion: The School District has entered into an agreement with AVID Center of California to implement an AVID (Advancement Via Individual Determination) at six schools in 2009-2010. They want to partner with PBCC to hire 18 to 24 students to work as tutors two hours per week throughout the school year. The Career Centers have offered our assistance to help them recruit PBCC students. Discussion included ways we can assist to include:

- Posting these positions in the PBCC Online Career Office
- Referring students majoring in Education to these opportunities
- Developing a flyer about these positions and sharing it with faculty at all locations who are teaching *Introduction to the Teaching Profession*.

Data Source: AVID Proposal

Action: J. Patton to follow up with Kathleen Perry, School District's AVID contact, to invite her to attend a portion of our next meeting on August 6<sup>th</sup>.

**ITEM 7: www.careerspots.com**

Discussion: G. Tomei had contact with this firm that appeared to have some reasonably priced, career development-related streaming videos that might be helpful to launch on our web pages. Further research determined that price is based on FTE of each school, and the quote we received based on our current FTE was much greater than we can afford.

Data Source: E-mail quote from Careerspots contact.

Action: G. Tomei will follow up to see if price might be negotiable. (Note: follow up occurred later the same day. Price is not negotiable. We will not pursue this resource further but look for other options.)

**ITEM 8: Web pages for Faculty and Parents**

Discussion: We would like to add web pages that might be helpful to faculty. For example, faculty members are regularly asked to write reference letters for students and some guidelines might be helpful. Also, web pages for parents can provide suggestions for supporting their child's career development.

Data Source: None

Action: J. Patton to check with National Association of Colleges and Employers (NACE) to determine if it has any resources to share.

**ITEM 9: Summer Maintenance Projects- Update**

Discussion: Projects to update a wide variety of resources are in progress.

Data Source: List of projects

Action: All Career Cluster staff are involved with specific projects.

**MIS Specialist-Technology Items**

**ITEM 1: Draft of Student Page in Online Career Office**

Discussion: It is time to give the Career Center's student main page, a new contemporary look. Jim Wallen presented three drafts with a new banner and more professional overall appearance. Major headings and content need to be clarified by Career Center Coordinators. Eventually feedback on drafts will be solicited from all Career Center staff as well as getting feedback from students.

Data Source: Drafts of new student page

Action: Career Center Coordinators to work on main heading and subtopics.

**ITEM 2: Appropriate Dress Webpage**

Discussion: Tabled

Data Source:

Action:

**ITEM 4: Other Matters**

Discussion:

- Ticket for Projects in other Student Services Areas: completed
- Presentations to FACC and FCPA went very well.
- Boca Raton Career Center has a new Administrative Assistant. Her name is Eileen Bustamante. She attends New Employee Orientation on July 1<sup>st</sup>.

Data Source: None

Action: None

**Attendance:** S. Lang, T. Joinson, J. Patton, G. Tomei, J. Wallen

**Guest:** Amy McDonald, IT

**Absent:** Gwenette Royal