

Student Employment Advisory Committee Meeting 4.17.17

Next meeting: 5.18.17

Present: Nachele Kaughman, Amanda Walwood, Indra Halvorsone, Denise Tyburski, Alison Sommer, Suzanne Burr, Adam Johnson, Jacki Betsworth

Student Employee Appreciation Week Updates

-Nachele thanked everyone for their help. Committee members shared events occurring in their office and around campus. The timing of SEAW was briefly discussed, suggesting that it could align with the national week next year (a week earlier). However, the end of the year is tough no matter when the event takes place, and some offices already schedule appreciation events outside of the designated week.

Other Committee Updates

- New committee members for 2017-2019 were appointed by SAC and were announced to the committee: Jacob Dorer (ITS, large), Amanda-Rae Barboza (Res Life, large), and Lisa Ray (CDC, medium). They will be invited to the SEAC Chautauqua presentation as an introduction to what SEAC has been working on.

- With Suzanne, Denise, and Indra rotating off, it was acknowledged that the committee will no longer have any representation from Academic departments. This should be coordinated with SAC next year. Perhaps a student rep could help fill the gap this coming 2017-18 year.

Reflections on 2016-17 and Brainstorming for 2017-18

-Committee members were asked to reflect on what worked well in SEAC this year, what should continue for next year, what could be improved for next year, and what ideas people had for SEAC's charge next year.

-The below list captures the majority of what was said in response:

- SEAC should start earlier (not October)

- The task-force structure worked, allowed more to get accomplished

- Continue the goal of outreach (especially to supervisors) and of raising the visibility and organization of SEAC. Improve web presence.

 - Seek opportunity to host a SAC Soup Chat

- Continue with some means of receiving feedback from both students and supervisors, along the lines initiated in the focus groups. Maybe faculty, too?

- Reach out to faculty to involve them in SEAC's work, to hear their ideas and suggestions for enriching the program, and to get them to nominate more of their

academic student workers for SEOTY. David Shuman in MSCS was mentioned in particular as a faculty member who had ideas for student employment.

- Create a means of connecting supervisors with other supervisors
 - Coordinate a New Supervisor training
 - in-person meetings, panel discussions, Soup Chat
 - Moodle group (or Google Drive folder) to share resources:
 - handbook highlights, job ad language (skills developed, learning outcomes), evaluation forms, 'how to' guides created for student workers (i.e. using pivot tables in Excel), recommendation and reference letters, orientation & training materials, best-practices discussion boards.

- Use SEAC as an outlet to promote orientation for all offices for all new student employees (perhaps can be tied into New Student Orientation for first-years, though difficult to schedule).

- Explore what connections and programs can be built with the CDC
 - Paid student work time to visit CDC for a session on capturing Student Employment on a resume and in interviews
 - Figure out what other areas of overlap there are to reinforce each other's goals

- Create a Supervisor of the Year award (already exists nationally), and look for ways for to incentivize and reward supervisors for contributing to the Supervisor group.

- Toward the end of the brainstorm, committee members were asked: If SEAC did nothing else, what would you want them to focus on?
 - Reaching out to Faculty for SEOTY and having them more involved
 - SEAC visibility
 - Connect supervisors with supervisors
 - Promoting orientation & training practices
 - Keep focus groups going (?)

- It was asked if there were any special populations on which SEAC might productively focus their efforts. Not much enthusiasm to go here, but some ideas were:
 - Off-campus work students
 - Department Coordinators
 - International students (particularly for summer work)
 - Possibly RA's
 - Leonard Center (?)

Meeting Conclusion

- It was suggested that we decide on the three task-forces for next year. There seemed to be some consensus around the following initial scheme:

Task Force 1: Student Learning & Professional Development

-Seen as a continuation of the ideas that came out of the Student focus group. Could look to partner with CDC, with New Student Orientation, with Supervisors, and possibly could host a student event. An additional research/focus-group project may serve the task-force well, too.

Task Force 2: Connecting Supervisors with Supervisors

- Coordinate a New Supervisor training
- in-person meetings, panel discussions, Soup Chat
- Moodle group (or Google Drive folder) to share resources:
 - handbook highlights, job ad language (skills developed, learning outcomes), evaluation forms, 'how to' guides created for student workers (i.e. using pivot tables in Excel), recommendation and reference letters, orientation & training materials, best-practices discussion boards.

Task Force 3: Recognition & Outreach

- Primary focus would be the two larger recognition events in the Spring: SEOTY and SEAW.
- Could take on the task of formulating a Supervisor of the Year award or other kinds of supervisor recognition opportunities, particularly to incentivize engagement in supervisors helping other supervisors.
- In the fall, it could also be tasked with looking for opportunities to increase faculty involvement and to solicit faculty suggestions for student employment.
- Could help SEAC with outreach through website, SAC, and the possible MCSG group.