Committee Goals 2010-2011
(short term = 1-2 years out; long term = 3-5 years out)

Communication Committee

Short Term Goals
- Complete Fall and Spring semi-annual updates for CDN.
- Continue with all ongoing efforts (welcoming, internal communications efforts, outreach to University units).
- Recruit new membership to committee.
- Meet with new CDN chair in summer 2011 to discuss goals and direction of communications efforts.

Long Term Goals
- Support communication efforts and relationship building within CDN and with staff outside of CDN, and develop new communication mechanisms as appropriate.
- Streamline communication efforts through the use of technology and the career.umn.edu website.
- Conduct regular outreach to targeted offices on-campus.
- Coordinate communication to relevant graduate students on-campus, highlighting the opportunities to work in career development and get involved while still a student.

Diversity Committee

Short Term Goals
- Expand the “Career Workshop Series” program for specific diverse student populations.
- Development of campus wide resources for students of diverse backgrounds starting with web resources. Integrate the web resource material into career office’s web sites.
- Ensure career services presence at campus wide diversity events including the Office for Equity and Diversity (OED) Networking event, OED Breakfast, MCAE Scholarship & Internship Fair, Multicultural Kick Off, and SEAM Classes.
- Use funds budgeted to the committee to increase the multicultural competencies of members of the CDN community.
- Help employers interested in connecting with diverse students connect to appropriate campus resources and events.

Long Term Goals
- Develop career related programs and resources for diverse students in order to create a positive campus climate for diverse populations.
- Continue to build relationships with campus offices and staff members working closely with diverse populations to improve referrals and to identify ways to collaborate.
- Provide ongoing professional development activities for career development staff to ensure career development staff provides culturally sensitive services for students.
- Identify and develop strategic relationships with employers interested in hiring diverse populations.

Employer Survey Committee

- The plan at this point is to send out the survey again in 2011 and the committee will be discussing the necessary frequency for this survey.

Graduate and Professional Student Committee

Short Term Goals
- Present career workshop series in March including job search, resume/CV, and interviewing topics.
- Sponsor an employer networking event for graduate and professional students, as well as post-docs, in collaboration with the Office of Business Relations, the Graduate School, and the Office of the Vice President for Research.
**Long Term Goals**
- Research and create clarity surrounding the Graduate School and its impact on the entire system and our programming.
- Create a strategic marketing plan for programming (i.e. workshops and employer networking event).
- Offer intentional programming to be sure all graduate students are covered.
- Connect with the CDN-Diversity Committee to add a diversity piece to current programming.

**Professional Development Committee**

**Short Term Goals**
- Continue to provide high quality programming and attract expert speakers from both on and off University campuses.
- Continue to get CDN member input prior to meetings to help speakers focus their presentations.
- Work with CDN’s AAN liaison to discuss collaboration on programming in order to maximize resources and development opportunities for both CDN and AAN.
- Include more CDN programming presentations/handouts or meeting information on the website for those who were not able to attend monthly meetings/retreats.
- Strengthen evaluation questions to encourage CDN members to think more broadly about future CDN topics/programming, while also providing feedback on existing programs.
- Explore the option of incorporating our electronic evaluation survey into GoldPASS or UM Surveys.
- Continue to recruit new committee members; approve nominations for the positions of Chair and Treasurer.
- Broaden the professional development goal by requesting that CDN members who attend conferences or trainings report back at future CDN meetings the highlights or key learning’s from their experiences. (And as appropriate, publish conference/training notes/presentations on [www.career.umn.edu](http://www.career.umn.edu)).
- Collaborate with the Multi-cultural Outreach/Diversity Committee toward identifying avenues or increased professional development programs related to diversity issues.
- Provide 3 double-session or 6 single-session webinar presentations (archived presentations from the January 2010 Online Career Services Conference sponsored by Intern Bridge) during the summer of 2010. These sessions were voted on by CDN and six sessions were selected.
- Continue to work with the SSAC and AAN in developing the AACC Professional Mentor and Job Shadowing Program for fall 2010.

**Long Term Goals**
- Collaborate with Diversity Committee to increase professional development programming related to diversity issues.
- Research, identify, and bring in a larger (off campus) speaker to a future meeting, as budget allows.
- Maximize professional development opportunities. Ask those who have attended conferences to consistently share their experience, best practices, and relevant material with the group.
- Make meeting materials more accessible online.
- Continue to use technology as a way to provide professional development opportunities (i.e. webinars).
- After effectively and efficiently re-allocating many of the administrative responsibilities of the Chair to lessen the burden on the incumbent, approve the nomination of a new Chair by fall 2011.
- Develop a new system, apart from the post-meeting evaluations, for gathering new programming/topic ideas from CDN members. (My rationale for this goal is that because people likely consider the primary purpose of the post-meeting evaluations the evaluation of the meeting itself, they often tend to gloss over the call for new program ideas).

**AAN Liaison**
- Continue to attend all AAN Board Meetings and all AAN Professional Development Seminars.
- Collaborate to create one joint Professional Development Seminar/Workshop for both CDN and AAN members.
- Look into sponsoring another webinar or training session for both CDN and AAN members.