Meetings of the Committee for Career Development Meeting

**Date:** 01-14-2013  
**Time:** 12:00pm - 1:10pm  
**Place:** Levin Hall 3.322

**Attendees (12):**  
Dr. Dorian Coppenhaver, Dr. David Niesel, Dr. Anthony DiNuzzo, Dr. Carla Kantara, Joanna Bremer, Dr. Anjana Kalita, Dr. Mridul Kalita, Mary Ann Manavalan, Alice Bittar, Barsam Mirfattah, Jonathan Paul, Michael Patterson and Stephanie Moya.

- Lunch was kindly provided by GSBS.

**Topics Discussed:**

1. **Update on the website:**
   - Mridul met with Mr. Gary at Information Services and was granted with rights and permissions to access and work on the CCD website.
   - Prospective launch of live website by the end of the month.

2. **CCD Directory.**
   - Carla had sent out the newly generated CCD directory with details on the office bearers. She will be updating it as we recruit more members.

3. **CCD Logo.**
   - We have several logos for CCD (Thanks for Ms. Claiborne Fant-graphic designer) Carla will be sending out an email to all the current CCD members to vote on the logo.

4. **CCD Workshop Survey:**
   - Format of the workshop will be short events (2 hr sessions, 4-6pm preferably in the middle of the week) through the months.
   - CV Workshop and Skills checklist topped the survey.
● Sub-committee (3-4 members) to be formed for deciding and finalizing the event.
● Suggested Ideas: Have 2 events (about 40 minutes each on two different days) that cover different types of CV. Have a one-on-one CV session with a faculty or alumni in non-academic positions. Open a CV doctor on the website where CV’s can be sent for improvement. Have a tegrity recording of the session and post the link on the website. Expand the workshop to include tips on writing a cover letter.
● The CCD members will form a mini-committee that will meet every week to streamline the process. Carla will send out the email with the details.

5. **Time and Date of the event:**

   Event to be held in end of March. More details to follow based on the speaker availability.

6. **Miscellaneous:**

   ● Possible Speaker: Teresa Nangle, Director, Talent Acquisition and Retention- Thursday 4-5:30pm
   ● Suggestion for the website: Include useful information/articles on writing a good CV and cover letter, Template for CV, CV doctor (if developed)
   ● Future events: Feedback on the scholarship applications for the GSBS scholarships.

7. **Meeting Adjourned**