Minutes of Committee for Career Development Meeting

Date: 05-13-2013

Venue: 4.438 Levin Hall Conference Room

Time: 12:00pm-1:00pm

Attendees:
Total: 10
Names: Dr. David Niesel, Dr. Carla Kantara, Dr. Anjana Kalita, Dr. Mridul Kalita, Mary Ann Manavalan, Maithri Krishnamurthy, Kirti Sawant, Stephanie Moya, Alice Bittar and Sergio Rodriguez.

Discussions:

- **CCD second event – Interviewing skills by Dr. Kevin Wooten**
  
  - Tentative *date/time/place*: 9th or 10th *July, 2013* from 12pm-1:45pm in the *SHP/SON 1.202 Quad Room* (No known scheduling conflicts as of now)
  - Will be an interactive seminar; Dr. Wooten mentioned he would be available for another seminar to discuss ‘Negotiation Skills’

- **CCD Trivia Competition**: The following questions were brought up during the brainstorming session
  1. What does CCD stand for?
  2. What is the procedure to upload your CV/Resume on the CCD website?
  3. When is the next CCD event?
  4. When and where is the CCD meeting held?
  5. When was CCD founded?
  6. When was the first CCD event?
  7. Name two events that were sponsored by CCD
  8. Who is the contact person for CCD?
  9. Where can you access the recorded talks of the CCD events?
  10. What are the events scheduled for the fall semester?
  11. What is the goal of the CCD?
  12. Who is the CCD advisor?

Ask participants to fill out their email id’s at the end of the survey in order to be included as CCD members. Also, ask them to name 1 event the CCD would like to sponsor.
• **Mridul** gave us an update about the NPA meeting and discussed ideas on how to increase student involvement in the organizations and also to have an outreach program with other organizations on campus to discuss student needs and organize events according to popular demand → having a student interface between different student organizations.

![Diagram](image.png)

- Need to set up a meeting with the leaders of the other active organizations on campus  → after the second event would be a good time so that the CCD has more impact.
- **Sergio** will shortlist the most active organizations currently on campus so that we can set up a meeting to discuss future events.

• We need to have a **CCD poster** to increase publicity for the organization and showcase what the goals of the CCD are to the other organizations on campus  → **Carla** will work on the format; any inputs/suggestions/content to be included are welcome from other members.

**Locations for posters:**
- Levin Hall 3rd and 4th floors (also in front of the 3rd floor classrooms)
- MRB – department-wise.
- One to be displayed at the CCD events

• **CCD website**: Changes will be made by next Monday; Mridul will give us an update at the mini meeting.

• **Dr. Niesel**: Suggested that one or two members give an elevator speech at every meeting (approx.. 1 minute long), so that they improve on their networking skills (your peers/faculty present are the best people to give you suggestions to improvise and it is a small and ‘safe’ environment as well!). **Stephanie Moya** and **Mary Ann** volunteered this time.

• **Meeting adjourned**