

ANNUAL REPORT OF THE CAREER EDUCATION COMMITTEE

I. DATE: April 1, 1988
TO: Prof. Conner Atkeson, Chair of the Faculty
FROM: Doug McMillan, Committee Chair

II. Membership of the committee (including ex-officio members).

Daisy Best, Nursing, Committee Secretary
C. Q. Brown, Geology, Committee Vice Chair
Sid Dudley, Business
Don Holbert, Allied Health Sciences
Leonard Lilley, Education
Raquel Manning, Foreign Languages and Literatures
Doug McMillan, English, Committee Chair
Martin Schultz, Sociology and Anthropology

Jim Mitchell, Rep. of Faculty Senate Chair
Myra Cain, Academic Affairs
Elmer Meyer, Student Life
Phyllis McAllister, Counseling Center
Furney James, Career Planning and Placement
Betsy Harper, Cooperative Education Program

Angela Russ, Student Member

III. Committee meetings (dates and members absent).

August 19, 1987 (absent Holbert, Lilley, Manning, Schultz (excused);
Mitchell, Cain: no quorum, no business)

August 24, 1987 (absent Holbert, Lilley, Schultz (excused); James)

September 17, 1987 (absent Brown (excused), Dudley; Harper)

October 23, 1987 (absent Brown (excused), Dudley (excused), Holbert,
Manning; Cain; no quorum, no business; informal discussions held)

November 20, 1987 (absent Brown (excused), Lilley, Manning; Cain)

January 21, 1988 (absent Brown, Manning, Holbert; Cain, Harper)

February 18, 1988 (absent Best, Brown, Dudley, Schultz; Cain (excused); Russ; no quorum no business)

March 24, 1988 (absent Holbert; Mitchell (excused), Cain, Harper; Russ.)

IV. Date of reports to the Faculty Senate during the year.

January 21, 1988: Suggested change in Committee charge to Senate via Committee on Committees.

April 1, 1988: Annual Report to Senate.

V. Specific instructions, if any, given to the committee by the Faculty Senate, other than those found in the committee's Constitutional charge. None.

VI. A brief statement of committee organization, subcommittees, research activities, etc.

The Committee organization seems excellent; one sub-committee worked throughout the academic year--J. Mitchell and R. Manning served on the ad hoc New Student Orientation Course Sub-Committee; research activities focused on the Career Profiles Booklet and on a Survey of Career Education Activities.

VII. List of committee accomplishments including recommendations made to agencies other than the Faculty Senate.

1. Presentation by P. McAllister (Counseling Center) of a possible video model for use by units in career planning and advising.
2. Met once in Bloxton House to view the facilities of the Career Planning and Placement Office.
3. Recommended to the University Curriculum Committee (via the Sub-Committee on Student Orientation Course) approval of the new course proposal for a new student orientation course: EDUC 1000: The Freshman and the University (2 s.h.); (November 23, 1987).
4. Recommended to Tom Johnson and Marie Farr the publication of the Career Profiles Booklet; (November 23, 1987).
5. Most of the year was spent on a detailed review of the 1986-87 Committee Annual Report and on a detailed review of, and recommended changes in, the Committee charge.

VIII. Citation of the resolution numbers of Senate resolutions that originated with the committee.

Resolution concerning changes in committee charge forthcoming. Presented to Senate by the Committee on Committees for a first reading on March 15, 1988.

IX. Proposals and/or business to be carried over to next year.
Survey of Career Education Activities.
Communication with unit Career Education Coordinators.

X. Evaluation of the committee.

- A. Structure: Satisfactory
- B. Duties: Satisfactory
- C. Functions: Satisfactory
- D. Personnel: Outstanding.

XI. Suggestions for improving the effectiveness of the committee.
Try to improve the way and the time the student member is appointed.

Signed: Chairperson Doug McMillan
Doug McMillan

Secretary Daisy Best
Daisy Best