

ANNUAL REPORT OF THE CAREER EDUCATION COMMITTEE

I. DATE: March 27, 1989

TO: Prof. Conner Atkeson, Chair of the Faculty

FROM: Martin Schultz, Committee Chair

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

Daisy Best, Nursing (retired in December, 1989; no replacement)

C. Q. Brown, Geology

Sid Dudley, Business

Evelyn Farrior, Home Economics, Committee Secretary

Donald Lennon, Academic Library Services

Leonard Lilley, Education

Doug McMillan, English

Martin Schultz, Sociology and Anthropology, Committee Chair

Conner Atkeson, Chair of the Faculty Senate

James Bearden, Rep. of the Chancellor

Myra Cain, Academic Affairs

Alfred Matthews, Student Life (until Nov. 18, 1988)

Phyllis McAllister, Counselling Center (Aug. to Dec., 1988)

Jim Pinkney, Counselling Center (Jan. to April, 1989)

Furney James, Career Planning and Placement

Betsy Harper, Cooperative Education Program

Stacie Scales, Student Member (Sept. to Dec., 1988)

Jason Wade, Student Member (January to April, 1989)

III. Committee meetings (dates and members absent).

September 20, 1988 (absent Brown (excused), Daisy Best (excused), Scales (excused), Bearden (excused), Cain, Atkeson)

October 24, 1988 (absent Best (excused), James (excused), Atkeson)

November 21, 1988 (absent Lilley (excused), Brown (excused), Best (excused), Dudley (excused), Cain, Atkeson)

January 23, 1989 (absent Brown, Lennon (excused), McAllister (excused), Atkeson)

February 27, 1989 (absent Bearden (excused), Brown, Wade, Atkeson)

March 27, 1989 (absent Dudley (excused), Brown, Wade, Cain, Atkeson)

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

March 27, 1989: Annual Report to the 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.

Committee meetings were well-attended and participation was excellent. One subcommittee was formed (Phyllis McAllister and Furney James) to assist in development and analysis of a career resource survey. The entire committee reviewed the survey findings, made recommendations to appropriate agencies for feedback, and took additional action as noted below.

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

1. Solicited input about survey design from Arts and Sciences Departmental Chairs and Career Education Coordinators via letter on Sept. 23, 1988;

2. Constructed, distributed, and analyzed a four-page survey sent to 120 faculty holding career education responsibilities at ECU;

3. Undertook the following actions: A)recommended that the Cooperative Education Program, Counselling Center, Career Planning and Placement Office, and Reference Department of Joyner Library respond to survey requests for more information; B)interviewed Don Joyner (instructor for the freshman orientation course) about student exposure to career resources at ECU; C)sought and received bulletin board space for career education publicity; D)requested acquisition of one VCR program entitled "How to Get the Job You Want" from the Collection Development Office of Joyner Library.

4. Held meetings in the Career Planning and Placement and Cooperative Education offices to acquaint faculty with career resources; provided opportunities for representatives of such offices to inform committee members about their activities.

5. Sponsored a joint meeting of Career Education Coordinators, Cooperative Education Liaison, representatives of career education offices, and committee members on March 1, 1989 in Mendenhall Student Center.

VIII. Citation of the resolution numbers of Senate resolutions that originated with the committee. None.

IX. Proposals and/or business to be carried over to next year.

The committee passed motions recommending future committee action as specified in the following sequence:

- 1)Request of funding of SIGI PLUS computer program by Joyner Library;
- 2)Committee involvement in a "Majors Fair" tentatively scheduled for mid-October, 1989;
- 3)Consideration of a student survey about knowledge and perceptions of career resource activities at ECU;
- 4)Exploration of ways to facilitate career education through the catalogue;
- 5) Amendment of the committee charter so as to include one graduate student member.



X. Evaluation of the committee

A. Structure--Satisfactory

B. Duties--Very Good

C. Functions--Very Good

D. Personnel--Outstanding

XI. Suggestions for improving the effectiveness of the committee.

Continue past efforts to encourage undergraduate representation and involvement with the committee.