**NCDA Technology Committee**

**March 2019**

Barbara Thomson, Co-Chair, [thomson.barbara@rutgers.edu](mailto:thomson.barbara@rutgers.edu)

Kathyy Battee-Freeman, Co-Chair, [kathyy@uis.edu](mailto:kathyy@uis.edu)

**Committee Members:**

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| --- | --- | --- | --- |
| Amy Thul-Sigler  Andrew Martin  Barbara Thomson  Christopher Belser  Cindy Miller  Darrin Carr  David Buck Dawna Reeves | Dirk Matthews  Elizabeth Matthews Ellen Weaver Paquette  Elliot Schoenberg  Gena Leisten  Gordon Helle Janet Wall Jenny Xu | John Johnson  Katherine (Kathyy) Battee-Freeman  Kris Kirilova  Lisa Raufman  Lynn Atanasoff  Lynne Orr Mark Zammuto | Matt Henderson  Melissa Venable  Raza Abbas  Rhoda Smackum  Sherry Rhinehart  Shirley Rowe  Stacie Jeffirs |

**Committee Activities since August 2018:**

* Submitted **10 Tech Tips** for inclusion in the Career Convergence online magazine.
* Completed and sent 23 initial **vendor reviews** to the NCDA Board, website submissions from vendors
* Organized recent vendors to review/four and sent to committee, created new Qualtrics survey to collect feedback
* Reached out to committee about **June 2019 NCDA Conference**, upcoming presentations
* Reviewed **NCDA website standards**, updated, sent to committee to review/feedback, updated standards:

b. Be viewable by anyone with Internet access without any major or substantial services requiring payment (in other words the critical information is free, and the site does not try to entice users for fee-based services)  
g. Be professionally prepared and executed (embedded links work, presentation is professional, grammar correct, no typos, appropriate use of images, extra resources and assistance provided when appropriate)  
h. Display content that is appropriate and fair to all cultures and genders  
i. Use professional and appropriate email addresses for all contacts

* Sent new batch of vendor reviews to committee, sent Oct vendor reviews/results to NCDA Board
* Kathyy attends November ‘**NCDA Committee, Council and Commission Chairs Conference Call**’
* Suggestion to adjust **NCDA website content**, move international student resources content to the internet sites section
* Sent next batch of vendor reviews, created Qualtrics survey, reviewed and submitted four vendor reviews
* Helped NCDA leadership team find **magazine authors**: NCDA is looking for someone to provide an article (a two-page spread for the column, "Professional Counselors & Specialists") for a specific theme on Career Assessments. SUMMER 2019 Issue.
* Next **conference call** scheduled for March 26, WebEx
* Created Qualtrics survey, organized and sent next batch of vendor reviews
* Per Board encouragement, asked committee to complete the **organizational values survey**
* TITLE: The 11th Competency: Integrating Technology into the Career Development Process, PRESENTERS: Dirk Matthews, Columbia College Chicago – **NCDA Conference 2019 – presentation accepted**
* Attended **NCDA Chairs conference call**, 3/6/2019
* Dirk Matthews [dirkwmatthews@gmail.com](mailto:dirkwmatthews@gmail.com) – agreed to serve as **new co-chair** with Barbara Thomson

**Projected Plan through September**

* Complete vendor reviews as requested by NCDA Board, collect committee feedback via Qualtrics surveys
* Select, review, and make update suggestions to dated NCDA technical web page content as needed
* Hold spring committee conference call
* Prepare for upcoming NCDA conference
* Attend conference, make presentations, attend committee meetings during conference
* Collect and develop future tech tips
* Respond to member technical inquiries