



## Committee/Task Force/Liaison Report

**Date:** 2/15/2006

- Committee/Task Force:**
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| <input type="checkbox"/> Annual Conference Program Committee     | <input type="checkbox"/> Associates                        |
| <input type="checkbox"/> Awards and Recognition                  | <input type="checkbox"/> Educational Programs              |
| <input type="checkbox"/> Graduate Issues and Involvement         | <input type="checkbox"/> Human Relations                   |
| <input type="checkbox"/> Membership Services                     | <input type="checkbox"/> Nominations & Elections Committee |
| <input checked="" type="checkbox"/> <b>Placement</b>             | <input type="checkbox"/> Research and Information          |
| <input type="checkbox"/> SEAHO Report Editorial Board or Editors | <input type="checkbox"/> SPE                               |
| <input type="checkbox"/> Webmaster                               | <input type="checkbox"/> Other:                            |

**Chairperson:** Krystal Schofield  
Demitrius Brown

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**Committee Purpose:** This committee is responsible for sponsoring a placement process at the annual conference and for promoting programs and information which facilitate career development and placement needs.

**Annual Goals and Objectives:** To provide a comfortable environment for candidates and employers to facilitate their placement needs and to provide programs and services which facilitate career development and placement needs.

To place all placement information directly on the SEAHO website.

To improve the way placement is done at the conference.

***Progress since Last Report:*** We did not move the placement information to the SEAHO website. We were able to update the information faster by keeping it on Vince Roberts' site.

We have begun the process of going to an online registration system. We started a yahoo group where candidates and employers could drop their files so that they could access the information as soon as it was posted. When employer/candidate sent in their information, they were instructed to go to the site apply for membership, await approval, then drop their files in the candidate information or employer information folder. They would then have access to all the information.

***Problems:*** Candidates and employers, as a whole, were not timely or chose not to join the yahoo group. If we modify the system to mandate online selection we may be able to eliminate this delay. Part of the delay was in getting registered to use the Yahoo group.

***Next Steps:*** Move the on-line system along quickly. Here are some suggested changes:

1. Have employers and candidates only submit 2 copies of their information to have as hard copies on site.
2. Have employers and candidates e-mail electronic copies of their information to a committee representative so that all information is posted online.
3. Work with the SEAHO webmaster to explore secure options for this type of process using the SEAHO webspace.

***Need for Action or Feedback from Governing Council:***

Committee/Task Force/Liaison Reports are due to the Member-at-Large no later than April 1, October 1, and February 1.