



Communications & Assessment Committee Meeting

August 24, 2018

MINUTES

1. Welcome & Brief Introductions
2. Set meeting dates/time for September, October, November, & December 2018:
 - a. Based on availability discussion with Committee members, John will create, and distribute, a Doodle poll with several day/time options for meetings; Committee members should please keep an eye out for the email with the link to the Doodle poll
3. Review of Committee End-of-Year Report
 - a. See handouts
 - b. John encouraged Committee members to read the Communication & Assessment Committee's 2017-2018 End-of-Year Report
 - c. John also encouraged Committee members to read Staff Council's 2017-2018 Assessment Report; in addition to the physical handout, it is posted on the Staff Council website under "News"
4. Review Staff Council's FY 2019 Goals:
 - a. See handout
5. What should our Committee's goals be for the coming year?
 - a. GOAL 1: Develop a more robust, and intentional, assessment plan/tool for the 2018-2019 academic year
 - i. Develop an assessment plan/tool that is more dependable, more compelling, and more actionable
 - ii. Compel Committee Vice Chairs to establish operational, measurable metrics for each Committee's 2018-2019 goals, as well as the full Council's 2018-2019 goals; goal-mapping
 - iii. Distribute survey and conduct listening sessions again this academic year

- iv. Discussion about eventually conducting pre/post assessments in the future
 - b. GOAL 2: Proactively advocate for, and work to implement, increased streaming of University events, meetings, forums, etc.
 - i. Promotes transparency and accessibility
 - ii. Obtain the necessary permissions and establish restrictions
 - iii. Properly ensure that events that are streamed are made available only to members of the John Carroll community; or only available via the John Carroll campus network for privacy purposes
 - iv. Allow viewers to comment and react in real time
 - c. GOAL 3: Prioritize the construction/layout of the Staff Council website
 - i. More graphics
 - ii. Make the site more user-friendly, as much as possible with the tools we have, and more operational
 - iii. More emphasis on Staff Council's operational/position statements AND Human Resources policy reviews
 - iv. Condense/Edit long paragraphs of text
 - d. GOAL 4: More actively support, and collaborate with, the Recognition & Community Building & Networking Committees
 - i. Collaborate with the Recognition Committee in the creation of a "Staff Notes" publication, similar to the "Faculty Notes" published by the Provost & Academic Vice President's Office
 - ii. More diverse locations for Staff Council signature events (Suggestions for Lisa Ramsey)
6. Review of last year's August newsletter
7. First newsletter of this academic year to go out in early September - Ideas?
- a. Begin with a concise, short and sweet, statement of what Staff Council does; for example, "Advocating, Supporting, & Informing/Connecting?"
 - b. Emphasize Staff Council's FY 2019 goals; allow staff members to comment on how Staff Council can best accomplish its goals
 - c. List/Calendar of Upcoming Events: this includes upcoming meetings, as well as signature events
 - d. List/Links to current Human Resource policies up for review; short explanation of what they mean
8. Website Updates:
- a. John asked Committee members to let him know if they see anything on the Staff Council website that needs to be updated, revised, or removed
 - b. Committee members were also reminded that they have been given editing power in WordPress to make changes to the Staff Council website themselves; Committee members are welcome to make website updates, revisions, or deletions, but please let John know via email after doing so

9. All-Staff Meeting next Thursday, August 30, 2pm in Donahue Auditorium:
 - a. John informed the Committee that he will not be at the meeting, as he will be out of town on that day
 - b. Dan volunteered to take meeting minutes
 - c. John to ask Megan Wilson-Reitz if she can set up webcam for live streaming of the meeting

10. Other:
 - a. John to distribute a sign-up sheet via Google Docs for minute taking at our Committee's individual meetings, full Staff Council meetings, and All-Staff meetings

jaa 09.07.2018