Communications & Assessment Committee Meeting

September 17, 2018

Meeting started at approximately 3:30pm.

MINUTES

1. Review & Approve Minutes from Last Meeting -
   a. Minutes from Committee meeting on August 24, 2018 were approved unanimously

2. Review Minute Taking Schedule for Today's Meeting & Future Meetings

3. Review First Staff Council Newsletter:
   a. Thoughts?
   b. Recommendations/Suggestions/Changes for the Future?
   c. Continue using MailChimp? Any other suggestions?
      ● Overall newsletter looked ok; would prefer if it were a bit shorter
      ● Give it more of a newsletter look, ability to highlight important content while also sharing "fun" information (upcoming events, HR policies, etc.)
      ● Put key information (upcoming events, etc.) closer to the top of the next newsletter
      ● Agree that HR policy review is important to include, should continue
      ● Does MailChimp have the ability for an administrator to link to content pieces from top of newsletter?
      ● Plan is to send newsletters monthly
      ● Highlight Staff Council-sponsored Events: Does MailChimp have an "add to calendar" option
      ● Add photos of Staff Council-sponsored activities as they occur

4. Broad Conversation about Assessment:
   a. Listening Sessions:
      i. Mission & Advocacy Committee will be scheduling listening sessions for sometime in either October or November
      ii. How do we not show bias/ encourage complaining when requesting feedback at these sessions?

    iii.   What's going well? What could be improved?

    iv.   Silent reflection to start the Listening Session: time to gather thoughts and opinions, be less influenced by others

    v.   Provide a brief training for facilitators?

b. Survey: How can it be improved this year?

    i.   Discussion of One vs. Two Surveys: One survey is best

    ii.   Survey sent in the Spring is ideal

    iii.   Should be modeled after Staff Council's 2018-2019 goals/priorities

    iv.   Survey should be shorter than last year's survey

    v.   No need to create a section within the survey for each Staff Council Committee; goal is to assess Staff Council's overall success in meeting its 2018-2019 goals/priorities

c. Review 2017-2018 Assessment Report: what can help us as we approach assessment for the 2018-2019 academic year?

    i.   What do we want to measure?

    ii.   Assessing Employee Resource Groups (ERGs):

        1. Qualitative assessment from facilitators? Standard assessment by facilitators

        2. The names of ERG facilitators on the website need to be updated; the Spiritual Diversity ERG is currently being reassessed

        3. How has each ERG met its "charge"/ initiatives?

        4. Examples: Regular attendance, regular meetings, input from members, what initiatives did you take, what worked well, what are areas in which you can improve?

        5. Good structure for a Pre/Post Assessment: scaled, 5 statements that speak directly to the charge of the ERG's

        6. Construct general declarative statements with the following options: "Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, Strongly Disagree"

        7. John to confirm assessment idea with Salo and Eddie. Brenda to develop 5 declarative statements that reflect the charge of the ERG's; this may vary for each ERG but should mostly be the same

        8. Paper Responses; they are anonymous and easy to compile

d. Other assessment tools/ideas we should look into?

    i.   Possibility of receiving live feedback via electronic polling at Listening Sessions or All-Staff Meetings?

        1. This is used by Campus Ministry; Reach out to Campus Ministry if Executive Committee likes this idea.

5. Committee 2018-2019 Goals:
    a. What steps can we start taking to achieve our Committee goals for the academic year?
        i. Goal 1 (Assessment): Our Committee is making progress toward achieving goal one after today's meeting
        ii. Goal 2 (Streaming): John will talk more with Megan Wilson-Reitz re: ways to make goal 2 achievable; what restrictions need to be put in place in order for the campus community to access streaming of meetings, forums, etc.
        iii. Goal 3 (Website): Focus on content updates and addition of photos; no overhaul until new website is made available
        iv. Goal 4 (Collaboration):
            1. Staff Notes: In collaboration with the Recognition Committee; receive permission from faculty (Jim Krukones) to use a similar layout as what is used for Faculty Notes; sharing of both professional and personal achievements

6. Open Forum/Discussion

Meeting adjourned at approximately 4:30pm.