

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:
 - 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):
 - 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.