



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