



Communications & Assessment Committee Meeting

November 12, 2018

MINUTES

Present: J. Ambrose, B. Bailey, D. Fotoples, A. Goldhammer

1. Check-In
2. Review Minute-Taking Schedule for Today's Meeting & Future Meetings
 - a. See Sign-Up Sheet in Committee Team Drive
 - b. All meetings through the end of the semester are accounted for; John asked that Committee members take a look at their schedules for Spring 2019 and sign up to take minutes, when available
 - c. It is highly likely that our Committee meeting scheduled for Monday, December 3 will be a virtual meeting; more details to come via email
3. Review & Approve Minutes from September 17, 2018 Committee Meeting
 - a. Minutes reviewed and approved unanimously by Committee
4. Update on Committee 2018-2019 Goals:
 - a. John's meeting with Megan Wilson-Reitz re: streaming of University meetings, forums, events, etc.
 - i. John to speak with Chetan Kapoor, John Mack, and/or Jay Tarby re: general IT/privacy capabilities, next steps
 - ii. Idea of creating a Canvas site, accessible to all staff via single sign-on, where video links/streaming can be stored/accessed; this is likely the most secure option available to us
 1. We would need to discuss logistics, such as instructions for staff who do not know how to use Canvas
 2. Availability to faculty would also need to be discussed, as some University meetings, forums, events include both faculty and staff
 - iii. John to further discuss with the Executive Board the idea of streaming full Staff Council meetings, in addition to All-Staff meetings, beginning spring 2019

- b. Staff Council webpage - brief discussion
 - i. Other than minor edits, we will not be making any changes to the current webpage
 - 1. An overhaul of the University's website is expected to take place in the Summer of 2019
 - 2. As such, no major changes will be made until this overhaul occurs
5. Assessment (Spring 2019):
- a. Update on ERG Assessment
 - i. It is too late to move forward with a "pre" assessment of the ERG's
 - ii. Hopefully, we can assess the ERG's in some way come Spring 2019
 - 1. John to discuss this more with Eddie; should the ERG's undergo their own end-of-the-year assessment process, or should assessment of the ERG's be tied to the assessment survey of Staff Council that will be distributed in the Spring?
 - b. Listening Session(s)
 - i. The first listening session for non-supervisory staff took place on Wednesday, November 7
 - 1. Brenda attended and gave the Committee an overview of what took place and estimated that approximately 20-25 staff members were there
 - ii. John reminded the Committee that a listening session for supervisory staff will take place in the Spring
 - iii. Brandi Mandzak, Vice Chair of Mission & Advocacy, will work with her Committee to compile all data and feedback from the listening session; it will then be shared with our Committee for inclusion in our assessment report
 - c. Survey: How can it be improved this year?
 - i. John distributed copies of the Staff Council Assessment Survey that was distributed last Spring
 - ii. The Committee reviewed it briefly keeping in mind what may need to be changed, revised, deleted, added, etc. this year
 - d. "Homework:" Review 2017-2018 Assessment Report & 2019 Assessment Survey: what can help us as we dive into assessment in Spring 2019?
 - i. John asked that the Committee take time to review last year's Assessment Survey, as well as last year's Assessment Report in preparation for the Spring semester
 - 1. What do we want to do again? What do we want to change? What do we want to add or delete?
 - 2. This Committee will dive right into the assessment process, and focus on assessment, when we reconvene in January
6. Open Forum/Discussion:

- a. A question was asked about Staff Council's annual budget. The Committee briefly discussed this as a group, before the meeting adjourned.