

Communications Committee

September 12, 2007

In Attendance:	Kim McHale	Kathy Mathewson	Steve Herald
Bob Dennison	Louise Krippenstapel	Pam Westerdahl	John Ernst
Doug Minter	Melanie Gray	Linda Ellerman	Tom Corcoran
Sarah Diehl-Hunt	Reagan Rinchiuso	Candace Brownlee	Allan Saaf
Barb McLaughlin-Olson			

Welcome New Members: Bob Dennison, Louise Krippenstapel & Tom Corcoran

Reviewed report given to Coordinating Committee. Communication Committee is set to disband either in December of 2007 or May of 2008. Recommendation for ongoing mechanism for communication – yearly report.

Report of Formal Subcommittee

John Ernst reported that they haven't met yet this semester and the last two meetings in the Spring were brainstorming.

1. What might we assess/do to create regularized channels for Employee Communication?
2. How can we improve formal communication with the student body?
3. How can we improve employee performance communication?
4. How can we market and encourage participation in opportunities for communication?
5. How do we improve Top-Down Communication?

Pilot Assessment

We need to figure out how we are going to address the evaluations. Paul recommended that we talk with the deans to find out how the process went. Did they find it useful and helpful. Do this individually and not as a group from someone in this committee that doesn't necessarily work close with the specific Dean. Also email asking faculty if they did participate and if they had any questions or concerns about it. What we can do to make it better.

Recommendation

John is recommending a faculty Senate who will meet to discuss or vote on curricular items. Then meet with the deans and cabinet.

Allan is in favor of an Academic Senate but suggests to put thoughts together of what it would do, who would be part of it etc.

Some felt that it would be Anti AQIP if it is only a "faculty" senate. Other groups would then need to be formed. They felt that the Community College Mission would be different if a faculty senate was instituted. Maybe just go back to having a faculty forum.

It is suggested to have the academic advisors be more involved with the faculty. More communication needs to go around the building so marketing and recruiting would benefit from it. Some how have the instructors let marketing or recruiting know when they are doing something different, exciting in their class.

Doug wanted to add about Student emails- It shouldn't be just for college wide emailing. At this time there are about 400 kids using facebook using the student life initiatives. The college as a whole needs to either use it or not with responding to email. Right now is a transition period, because new soar students are confused of webct vs myheartland. We will need to communicate and come to a decision as a whole whether to require to use HCC email. The Formal Sub Committee will add this to their agenda.

Report of Informal Subcommittee

Action Items going forward

All the goals were proposed and finalized: employee newsletter, department open houses, employee lounge.

Informal Subteam – EDT

Jill Blair is the new chair of the Informal subcommittee which has been proposed to combine with EDT to provide activities as an informal basis.

The recommended newsletter is still waiting on the coordinating committee and it would be both electronically and paper. At this time it was said that Carol Reid, Shelly Marquis and Michele Clark were interested in putting the newsletter together. When the employee newsletter went to the coordinating committee resources were included of how long, how often, & how much money was involved. After the coordinating committee approves it, the proposal will go to the cabinet.

Allan said that the cabinet is warmly receiving the idea of the newsletter. He also stated that the faculty lounge is being part of the new construction in the student building and that no one needs to talk to rob about it.

The team is no longer a sub-committee but how now joined forces with EDT.

Report on Scheduling Committee

Where are we?

Candace Brownlee and Barb McLaughlin-Olson are co-chairs of this committee and met over the summer. They asked the Associate Deans their thoughts and interested in it. They thought that Friday afternoon block of time would be the best time, but wasn't sure it would be the best time because of attendance.

The research showed that Tuesday & Thursday between 11-3 would be best, but our polling the college at the AQIP meeting said Friday would be better. They reported that when they talked with another college they said it was hard to find a time and no one agreed with it until it was part of the written college policy that the time will occur. People finally got used to the new policy.

Recommend days & times, inform people of what works. We will not be totally locked into it. Try it and see what happens.

Are we ready to say “we recommend that the college create a ‘communication time slot’ with minimal class scheduling and minimal services offered to students?”

Voted on it and 100% voted said yes to recommending a timeslot for communication.

New members are part of the following Sub Committees:

Tom Corcoran – Formal Sub Committee
Louise Krippenstapel – Scheduling Committee
Bob Dennison – Scheduling Committee
Teri Hanson – Formal Sub Committee

Meeting adjourned at 12:00pm