COLLEGIATE CONSULTATION COMMITTEE MINUTES
Wednesday—June 11th, 2014
12:00pm-1:00pm
UCEN 223

Updates on Items in Progress:

   - Erich Harnish, presented a preview of the new 2014 Decision Making Guide.
     - New Guide cover is Hasley Hall’s glass/steel ceiling which visually represents we are all connected with a strong foundation.
     - Changes to the new Guide are:
       - More photos
       - Less dense
       - Data is current. It is the first comprehensive update in three years.
       - Strategic planning section is strengthened
       - Organizational charts updates
     - New Guide will be available week of 6/16/14 online and there will be a limited number of hard copies available.

2. Sharing Information regarding each of your committees on how to elicit staff participation.
   What is working?
   - Teresa Ciardi reported that what is working for her and Lisa Hooper is that during their committee meetings, when they feel committee members are not engaged or participating, they would call out people to provide input to the discussion.
   - ASG, CSEA and Executive Cabinet receive committee lists to elicit participation.
   - Collette Blanchard gave a committee list to CSEA President Tom Marshall.
   - 75% of faculty participates on standing committees.
   - Leslie Carr said that Survey Monkey works great for feedback.

   What is NOT working?
   - What is not working lead to suggestions and ideas as listed below.

   Suggestion/Ideas:
   - There should be better forms of communication between committees to communicate meeting times so there is not an overlap of various committees meeting at the same time.
   - Dr. Van Hook suggested that Tom Marshall see how many classified staff are members of committees.
   - Each committee have Mission Statements.
   - Everyone member should look at their committee web page to make sure they are working
   - Each committee web page should have pictures of each committee member or a group picture for recognition purposes.
   - Send out link for previous committee agenda for review so a committee member may add items to next agenda.
   - Under their email signature, staff lists the committees they are members of to solicit conversation about committee to possibly lead to others participation.
   - All links of each college committee should be located in one place on the COC website for easy accessibility.

3. Cultivating new members to enhance participation
   - Edel Alonso suggested to ask newly hired faculty during orientation on an interest form what committees they interested in participating on. The question is if the faculty members’ class and committee meeting times may conflict. A list of dates of all meetings should be provided. That
might be helpful for a potential member and help other co-chairs plan their meeting as so not to conflict with other COC committee meetings.

- Reminder to look at holiday schedule to coordinate meetings since many college holidays fall on Mondays.

4. Communication
- Suggestions to improve how committees communicate between each other and with our newest constituents.
  - Edel reports out- invites other committees' members to her committee meetings offering an update on what they are doing.
  - It was suggested and highly recommended that Professional Development offer free standing workshops on the COC committees in the Fall to get more involvement by the 55 new staff members hired recently and to garner interest and initiate involvement.
  - Leslie Carr said that in Spring 2015, she will be able to develop a FLEX workshop on COC committees

5. Next Steps