



## AGENDA & MINUTES

**Name of Committee or Team:** Engagement Committee

**Support Documents Link:**

**Recording link:**

- **Committee Members Present via WebEx:** Susan Hardie, Eliza Lee, Lisa Whiting Dobson, Kelli Herm, Laura Bishop, Brittany Barber, Karen Tommasulo
- **Resource Members Present via WebEx:**
- **Guest(s):**
- **Scribe:** Kelli Herm

**Date:** 10/04/2024

**Time:** 10:43am

**Room:** Web-ex

Agenda Item	Tentative Time	Discussion	Next Steps
<b>Approval Of Agenda</b>		<ul style="list-style-type: none"> <li>• Agenda approved- Eliza added agenda item- timeline for spring elections.</li> </ul>	
<b>Approval Of Minutes Sept 20, 2024</b>		<ul style="list-style-type: none"> <li>• Made change to Susan Hardie's name.</li> <li>• Minutes need to be sent to Penny Tucker to put up on website.</li> </ul>	<ul style="list-style-type: none"> <li>• Kelli will share the minutes with Penny, now that it's approved.</li> </ul>
<b>Revisit Academic Senate Election New Members Mentor Assignment</b>		<ul style="list-style-type: none"> <li>• Most 3<sup>rd</sup> year senators said no. Chuck from the Library said that he doesn't have time right now but will consider it at the end of the year into next year, when the new senators start.</li> <li>• Group decided to see if mentors are willing to take on a second mentee.               <ul style="list-style-type: none"> <li>○ Eliza agreed to take on a second mentee, also Lisa, and Brittany</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• We'll see if our two new senators can stay later after the next Senate meeting.</li> </ul>

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<b>Academic Senate Adjunct Committee Recruitment</b>		<ul style="list-style-type: none"> <li>• Committee needs a chair</li> <li>• Discussed that Karen will create a blurb about it for info sharing and will put it in the Web-ex space. <ul style="list-style-type: none"> <li>○ We will give feedback by Wed Oct 9. and will share in our depts.</li> <li>○ We could add something in the Star, but it's not targeted.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Update post meeting via Web-ex: There are 7 members already for this committee. We will wait until after their first meeting to see if they need more members and/or need help recruiting a vice-chair.</li> <li>• Also, Ian Leighton has agreed to chair.</li> </ul>
<b>Timeline for spring elections/recruiting senators &amp; promotions</b>		<ul style="list-style-type: none"> <li>• The process starts in Feb. We need to start advertising now <ul style="list-style-type: none"> <li>○ How are we going to advertise for the future? Eliza shared last year's timeline.</li> <li>○ New senators have to come to the last two meetings of the semester. We lose Dec. and last couple weeks in Jan.</li> <li>○ We need to come up with advertising schedule. And what are the expectations of senators?</li> <li>○ We'll have 4 HHS positions open in the spring.</li> <li>○ What could we do at Oct, Nov, Jan to advertise? We could get the table and flyer cards out during PA days.</li> <li>○ We could also make an announcement at big group meeting for spring welcome. <ul style="list-style-type: none"> <li>▪ Suggestion- create poster with QR code to our website with the video on it. We could put it in break rooms in our depts. It would have to get approved by marketing.</li> </ul> </li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ The post card already has a QR code on it. We can add a new QR code that goes straight to the video on our website. Lisa suggested some edits to the text on the postcard for the poster.</li> <li>▪ HHS has some events where we could share info about the Senate especially in Oct.</li> <li>• Discussed developing a list of FAQs for Senate Website.</li> <li>• Group looked at the Senate website to see how we could change the Contact Us box for agenda requests and suggestions. Discussed trying to get the contact us box above contact provost. <ul style="list-style-type: none"> <li>○ One issue is that people don't know the difference between a public comment and agenda item.</li> </ul> </li> <li>• Interviews with new student senators are done. <ul style="list-style-type: none"> <li>○ Suggestion- we could invite them to an engagement committee meeting.</li> <li>○ Another suggestion-we could have another listening day with students.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lisa needs to lay out a script for editing the video. She will share it with us to look at.</li> <li>• Laura will make a flyer based on our cards. Karen will collaborate with Laura.</li> <li>• Penny can make a blank page for the QR code.</li> <li>• Susan and Eliza will work on the FAQ's. Eliza can poll the Senate for questions people ask about the Senate. <ul style="list-style-type: none"> <li>○ The Senate listserv has been closed out. Eliza will send suggestions to Susan.</li> </ul> </li> <li>• Eliza will draft a timeline for going forward every year: Audience, Timing, tools, &amp;</li> </ul>

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			messaging. She will send it to Karen next week Wed or Fri. <ul style="list-style-type: none"> <li>• Eliza will talk to Penny Tucker about the suggestion box for the website.</li> </ul>
<b>Brainstorm committee goals</b>		<ul style="list-style-type: none"> <li>• Group looked over list of goals</li> <li>• We are holding goals as they are and expanding on some of them</li> </ul>	
<b>Adjournment</b>		<ul style="list-style-type: none"> <li>• Movement to adjourn. All in favor.</li> </ul>	

Meeting adjourned at: 11:52am

WebEx Chat Information:

Polling Results: