

Brave Communications
December 18, 2019

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Todd
Toni Parsons

1. Welcome members

2. Approval of minutes, edited spelling areas and clarified some language
Amended agenda for December 18 meeting

3. Worked on Glossary Project

Create a subgroup for glossary--how to share with other workgroups for input
Discussion about creation of glossary and editing processes.
Jennifer sent out hotlinks with multiple glossaries to draw from
Lots of resources. Google search will provide ample information to provide initial content.
Request terms from other groups. Living document for MP webpage.
Need to eventually expand from MP to greater campus.

Decided: Ingrid work on the glossary. Consider adding Maya. Callout to other group members.
Toni observation reeling in and curating all the pathways activities on campus.

Question about the retreat-show glossary to group. Present the work thus far.
Announce/request liaisons from each group. Get input on how to roll out. Get ideas on what
needs to be added. Announce steps moving forward. Living document. Look at discussion
boards in Canvas shells.

Advised: Make on an annual agenda to updated every year.

Clarification Andy Pathways Glossary. Do we end up expanding this out to the campus. Clarify
communication plan for campus. Communication Plan for campus spawned from a plan within
Mesa Pathways. Work right now is to focus on communication plan within MP and take to MPC.

Later in discussion...Also save time to work on the communication plan for the retreat.

4. Creating Communication Plan

Jennifer went over resources she made. Help us set up communication plan.

Single page a planning document.

Allow us to think about what is important. Goes over the Who, What, When Where and how

Flip it over like top bottom. Identify each item and audience. Talk about focusing internally then expanding out. Workgroups-campus to students. Start inside out. Need to get internal processes in order to branch out. Platforms are the how. Plan the activities what is going on, how often how delivered. Who will do work and by when.

Stapled Document more in depth look at how and what needs to be implemented in the plan.

Use the planning document for the rest of the bubbles. Goal for today to flesh out our rubric. Spend time focusing on communication within our group. Clarify these aspects and the inner ring of communication. Help to overcome some of the "sore spots" open lines of communication. Get approval. Adjust as needed then we can move forward with greater communication plan.

Retreat: Start with our document. Show the glossary. Show what we have done so far. Get feedback from everyone. Get their feedback. Check in with the campus on how they want communication.

Also look at MPC and reporting out. 2 per week. What is the comfort level get the culture of communication out there within our parameters. Start with this project and get feedback. Find ways to open communication. Create a system for gathering feedback. Use one of the digital apps to collect feedback. Avoid the post it note aspect. Suggest padlet for responses. Keep padlet open for entire campus to input to the padlet. Look for internal ways to curate info digitally. Find an app that will collate all the information. Padlet does allow you to extract information in excel format.

Who needs to know: Pathways work groups, Faculty, staff, administration, PCab, MPC, students, off campus community, curmudgeons, schools, disciplines, chairs, senate, classified senate, AS,

Discussion: Internal groups MPC, Workgroups and faculty staff need to flesh out so we can be effective with students and community off campus

MPC/Workgroups:

1. need to know their goals and charge: Already established for 19-20 each year was asked. Adaptable/changeable. Nebulous to make goals without getting directions from MPC.

Sidebar: MPC stand still has affected our groups progress. Will be a retreat to flesh things out.

2. All groups need to report to MPC. See where work is overlapping. Need to find out what others are doing. Goals, accomplishments, work in progress. Sidebar: other campus has small project groups or task forces that go by project management model.

Need to know Part 2: How they share all this information with the group.

MPC and workgroups faculty 2 feedback loop highly iterative

How do we share with each other?

Ideas agendas report out 2 per week

Meetings structure agendas

How to share quick email report. Link to minutes eventual goal have it go out to the DL

Web page

Canvas shell

Google docs

On multiple agendas such as deans council members of the committee share out at other meetings-should be reported out accurately (problems arise with the reporting out)

When

Based on need to know sections 1 (goals/charge) and 2 (reporting)

Discussion: When 2Xs per month. Talk about the agenda 1 per month with MPC. 2 per meeting 2 meetings per month. I report per month depending on the needs of groups. Currently inconsistent.

Proposal: each workgroup are on MPC, Each work group presents monthly report at MPC. Each workgroup reviews MPC notes, actions 2 times per month in workgroup meeting. Make a standing agenda item to have chair report on MPC each week.

Deal with issue that only those attending MPC have knowledge, Address top down feeling. Work on excessive agenda items.

Revisit goals and charge

Important: establish norms. As a BC need to evaluate “delegated” items. Look at scope creep. Keep things reasonable. Each goal/project needs a timeline by MPC for respective bubbles. Whether MPC or work group. Decided: propose project timeline and completion. Recommend this to all groups.

Timelines: set by MPC or workgroups themselves

HOW

Engage how and when

Engage? What is the feedback loop? When presenting what are the expectations?

Presentation/Feedback sessions. (mesa mixers, retreat, flex, create a “norm” that always has questions-should offer time for open communication feedback make this expected.

Examples:

Mixers and flex

Google surveys
Padlet
Could be part of other surveys
Committee surveys-self assessment

Next steps:
Share our document

Each row is a work group steps 1 and 2 are almost done.

What are we going to do with the retreat.

Audience: our work group/prepare for retreat/our meeting to prepare and the retreat/

January meeting finalize what we want to prepare for the retreat

Meeting dates: throw options out. Someone make a doodle poll-delegated to andy to create a doodle poll

Thursday 16th 11 to 1

Friday 17th times vary 11 to 1 9 to 11

Tuesday the 21st flexible 11 to 1

Prep time between first meeting and the retreat

1. Meeting
2. Glossary
3. Shell for the communication.