

ALEC Departmental Climate Committee Meeting Notes

Monday, October 3, 2016

9:00-10:30 a.m.

AGLS 200

Attendees: Robert Strong, Theresa Murphrey, Charlene Boggus, Chanda Elbert, Tanya Gunnels, Clarice Fulton, Jamie Norgaard, Sharon Wagner, Billy McKim, Gary Briers, Julie Harlin

1. Reminder-Meetings
 - a. ALEC Climate Committee meetings are open meetings for anyone interested in improving the climate of the department. Though we do have appointed members (Julie Harlin, chair, Chanda Elbert, Billy McKim, Theresa Murphrey, Andy Vestal, Tanya Gunnels, Reid Stavinoha, and Gary Briers—Ex Officio), all members of the department are welcome and encouraged to bring items and participate in the discussion.
2. Reminder-Charge
 - a. The ALEC Climate Committee is responsible for making any recommendation we believe may improve departmental climate to the department head. We are also responsible for developing the ALEC Departmental Climate Plan for approval by the department.
3. ALEC Climate Plan
 - a. We made a few changes to the document based on feedback we have received (see attached).
 - b. Harlin will forward the new version to Dr. Sams/Ms. Wilson since we have not received feedback on the originally sent document.
 - c. We are in line for submission by the Nov 1 deadline.
4. ALEC Service Project
 - a. The Food Bank does not need assistance. We had discussion on other opportunities where our help would be needed.
 - b. Dr. McKim will investigate Troop Box Packing for the American Legion—this is set for November 10, 6-7 p.m. at the American Legion Hall on Hwy 21. More information to follow.
 - c. After the meeting, Charlene Boggus forwarded information about opportunities with the Bridge Ministries, a food bank that needs help in many areas on Thursdays.
5. Book Club
 - a. We thanked Dr. Robert Strong for leading the group this semester. The next meeting is on Wed, Oct 26 (calendar appointments have been set, all are welcome, anyone can join or stop at any time).
 - b. Dr. Strong will facilitate identifying the next person to lead the book club for the spring. That person will identify the book they would like to use.
6. ALEC Coffees
 - a. We discussed the coffee times—generally the feedback was positive. It was suggested that email reminders be sent.
 - b. We discussed moving the Friday coffee time to just before seminar—calendar appointments will be sent indicating this move.
 - c. We also discussed having brown bag discussions after seminar each Friday for those who would like to stay to learn about something new or continue the conversation from seminar.
7. Professional Development Opportunities
 - a. Search Committee Training—Departmental and Dean of Faculties

- b. Dr. Mckim shared Qualtrics 360 Materials. This platform is meant to facilitate 360 formative feedback. It is \$2000 for a one year subscription. The information has been forwarded to Dr. Elliot for consideration in the future. There were concerns about knowing enough about what each other does to provide adequate feedback. Generally people felt this would be a good step to help us learn more about how we are perceived by others in the spirit of improving ourselves and our department.
8. Update on merit system/annual reviews
 - a. Dr. Elliot will have the new associate head for graduate programs lead the merit system review;
 - b. Dr. Elliot will have Dr. Briers, as T&P Committee Chair lead the annual performance review/post tenure review discussions
9. Other Discussion
 - a. Those who attend the meetings are going to do some proactive with other members of the department to help understand, "How is our Climate?" "Are your concerns and suggestions being heard."
 - b. Last week the Role of Ombuds Officer was sent. Please feel free to ask questions of the Ombuds officer if/when needed.
 - c. Other? What are we forgetting that is important to climate?
10. Sometimes we hear things not said. One suggestion was to end meetings with the following:
 - a. This is what I heard....We feel we are moving, slowly but surely. We talked about focusing on the positive aspects of climate.
 - b. This is what I think....We tend to see the same people at our climate meetings. We are concerned that we are not reaching everyone and thus not reflecting our department in terms of climate.
 - c. This is what we will do....Update coffee times, continue to seek feedback on climate plan, identify options for service activity, reach out to others and ask about climate and identify ways we can help improve our climate for all members.
11. The next meeting of the ALEC Climate Committee will be Tuesday, November 1, 2016, 1:00-2:30 p.m., AGLS 200. All are invited to the meetings and input on the plan, meetings, and activities is welcome and needed.