

## Building Community Initiative (Year-End Report, 2003-04)

Building Community Committee - Jacque Melin & Claudia Sowa
Committee Members: Nancy Dausman, Shawn Evans, Patsy Fox, Liz Margulus, Mary Starkweather, Annukka Thelen

Priority (Specific Goals)	Action Steps (Specific steps to achieve goal)	Timeline	Indicator that goal is Achieved	Baseline Data	Status of Goal Attainment
<p>Foster a community of respect and trust</p> <ul style="list-style-type: none"> <li>• Trust: a firm belief in another person's honesty and reliability</li> <li>• Respect: to show consideration for</li> <li>• Community: a sharing or ownership of common interests</li> </ul> <p>With characteristics of awareness, listening, communication, not excluding etc...</p>	<ol style="list-style-type: none"> <li>1. Create an on-going standing committee with the mission of fostering a SOE community of respect and trust</li> <li>2. Bring in a consultant. (Lois Wolfe-Morgan)               <ol style="list-style-type: none"> <li>a. to work with BCC on setting a vision for how we create an environment of trust and respect.</li> <li>b. have the consultant present to SOE Full Assembly.</li> </ol> </li> <li>3. Increased communication through hard copy and SOE Blackboard               <ol style="list-style-type: none"> <li>a. directory-names, addresses, spouses</li> <li>b. clarification of job roles and responsibilities, perhaps through an organizational chart mapping the reorganization</li> <li>c. SOE calendar - updated regularly.</li> <li>d. create an organizational chart to map out the reorganization.</li> <li>e. meeting minutes including SOE Leadership Team</li> </ol> </li> </ol>	<p>January 5</p> <p>January 2004</p> <p>Winter 2004 semester</p> <p>Winter 2004 semester.</p> <p>Starting Winter 2004</p> <p>Begin Winter 2004</p>	<p>Five year plan</p> <p>a. vision set and shared b. common goals set</p> <p>a. Evaluation of session</p> <p>Documents distributed and posted</p> <p>Increased awareness on personal and professional levels</p> <p>Needs assessment correlated with training provided</p>	<p>SOE Database</p>	<ol style="list-style-type: none"> <li>1. Committee met 4 times during the 2003-2004 academic year.</li> <li>2. Committee brought in consultant Lois Wolfe-Morgan to meet with the Building Community Committee.</li> <li>3. Consultant met with the SOE full assembly, doing a presentation on Building a Community of Trust and Respect.               <ol style="list-style-type: none"> <li>a. The Dean's Office sent this directory to all SOE faculty and staff.</li> </ol> </li> <li>4. Calendar of birthdays and ethnic holidays distributed during April,</li> </ol>

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	<p>posted on Blackboard.</p> <p>4. Create awareness of persons and events on the SOE calendar, Blackboard, or in SOE general assembly. Possibly including:</p> <ul style="list-style-type: none"> <li>a. Ethnic holidays and events</li> <li>b. SOE sponsored events</li> <li>c. Professional conferences and events</li> <li>d. Birthdays</li> </ul> <p>5. Engage all faculty and staff in using Blackboard</p> <ul style="list-style-type: none"> <li>a. create brochure</li> <li>b. determine training needs</li> <li>c. provide training</li> </ul> <p>6. Increase opportunities for SOE faculty and staff to interact informally</p> <ul style="list-style-type: none"> <li>a. increase social dimensions within the SOE</li> <li>b. increase celebrations</li> <li>c. create a personally more supportive environment for new hires</li> </ul> <p>7. Model respect and trust</p>	<p>Begin with December 3 - SOE Potluck and student appreciation.</p> <p>January 2004</p> <p>Immediate</p>	<p>SOE faculty and staff feel they know their colleagues and are comfortable in conversations and interactions with each other.</p> <p>Increased attendance at activities</p> <p>Less negative talk regarding colleagues and SOE initiatives and process</p>		<p>2004 Assembly Meeting.</p> <p>b. A SOE Potluck was held for all SOE faculty and staff – sponsored by the Building Community Committee.</p> <p>5. Building Community Committee Members are walking the talk and modeling a positive attitude.</p>

### Building Community Initiative (Year-End Report, 2004-05)

Building Community Committee – Doug Busman
Committee Members: Nancy Dausman, Shawn Evans, Patsy Fox, Liz Margulus, Mary Starkweather, Annukka Thelen

Priority	Action Steps	Timeline	Indicator that goal is Achieved	Status of Goal Attainment
<p>(Short Term) Foster a community of respect and trust</p> <ul style="list-style-type: none"> <li>• Trust: a firm belief in another person's honesty and reliability</li> <li>• Respect: to show consideration for</li> <li>• Community: a sharing or ownership of common interests</li> </ul> <p>With characteristics of awareness, listening, communication, not excluding etc.</p>	<ol style="list-style-type: none"> <li>1. Create an on-going standing committee with the mission of fostering a COE community of respect and trust</li> <li>2. Bring in a consultant. (Lois Wolfe-Morgan)               <ol style="list-style-type: none"> <li>a. to work with BCC on setting a vision for how we create an environment of trust and respect.</li> <li>b. have the consultant present to COE Full Assembly.</li> </ol> </li> <li>3. Increase communication through hard copy and COE Blackboard –               <ol style="list-style-type: none"> <li>a. directory-names, addresses, spouses</li> <li>b. clarification of job roles and responsibilities, perhaps through an organizational chart mapping the reorganization</li> <li>c. COE calendar - updated regularly</li> <li>d. create an organizational chart to map out the reorganization.</li> <li>e. meeting minutes including COE Leadership Team.</li> </ol> </li> <li>4. Create awareness of</li> </ol>	<p>January 5</p> <p>January 2004</p> <p>Winter 2004 semester</p> <p>Winter 2004 semester</p> <p>2005-2006 Academic Year</p> <p>Starting Winter 2004</p>	<p>Five year plan</p> <p>a. vision set and shared b. common goals set</p> <p>a. Evaluation of session. Committee would like to read evaluations</p> <p>Documents distributed and posted</p> <p>Have all Unit Heads, AP's, and COT's fill out template outlining job duties and responsibilities. Can then be posted to blackboard</p> <p>Available through Blackboard</p> <p>Posted on Blackboard</p> <p>Increased awareness on personal and professional levels</p>	<p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>COE Database</p> <p>Completed by Dean's office</p> <p>Managed by Dean's Office</p> <p>Completed By Dean's Office</p> <p>Ongoing</p>

Priority	Action Steps	Timeline	Indicator that goal is Achieved	Status of Goal Attainment
Cont. (Mid Term)	persons and events on the COE calendar, Blackboard, or in COE general assembly. Possibly including:	Begin Winter 2004		Ongoing
	a. ethnic holidays and events		Needs assessment correlated with training provided – completed by Technology Committee	
	b. COE sponsored events			
	c. professional conferences and events			
	d. birthdays			
	5. Engage all faculty and staff in using Blackboard		Begin with December 3 - COE Potluck and student appreciation.	Done
	a. create brochure			
	b. determine training needs		February 2005 Potluck – invited	COE faculty and staff feel they know their colleagues and are comfortable in conversations and interactions with each other.
	c. provide training		Educational Connects as COE guests	Create partnership with other departments outside of COE
	6. Increase opportunities for			
a. COE faculty and staff to interact informally		January 2004		
b. Create partnership with other departments			Increased attendance at activities	
8. Social Responsibility		2004-2005 academic year	Readings distributed, discussions and assessment results	Date and agenda set
a. Book donation for Toys for Tots		Yearly		Number of collaborations on projects or number of teams
1. Ask Consultant to provide current literature				

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	<p>and to facilitate discussion regarding community within Assembly meetings and to create assessment of current COE community.</p> <p>2. Plan a retreat with a focus on Community Building.</p> <p>3. Promote job awareness, cross training, mentoring, and review positions in terms of equity, task and salary. Combine with PD Committee in promotion of understanding and cooperation</p> <p>1. Reassess progress and create suggestions for further improvement.</p> <p>a. Consultant evaluates and provides feedback b. Consultant gives suggestions</p> <p>2. Foster fluidity through small COE groups</p>	Yearly	<p>Dates set for cross-training meetings, mentoring etc... Review started for equity, task and salary issues</p> <p>Improvements made</p> <p>More across units, groups or teams</p>	<p>a. action steps taken b. improvements are in progress c. improvements are newly initiated</p> <p>Create a better understanding of other units</p>



Priority	Action Steps	Timeline	Indicator that goal is Achieved	Baseline Data
<p>honesty and reliability</p> <ul style="list-style-type: none"> <li>• Respect: to show consideration for</li> <li>• Community: a sharing or ownership of common interests</li> </ul> <p>With characteristics of awareness, listening, communication, not excluding Etc...</p>	<p>5. Create a personally more supportive environment for new hires</p> <p>6. Social responsibility</p> <p>a. Book donation for Toys for Tots</p> <p>b. Partnership established with Educational Connections</p> <p>7. Plan a retreat with a focus on Community Building.</p>	<p>December 2004 and again December 05</p> <p>Summer 2004 and Fall 2005</p>	<p>Connections to develop a mentoring program that utilizes prospective College of Education Undergraduate applicants. In addition, COE is engaged with CLAS faculty in the implementation of grants.</p> <p>On the faculty side, a mentoring committee has begun</p> <p>COE staff collected books for Toys for Tots. The partnership with Educational Connection will begin by mentoring partnership with students in neighboring school districts This process began by SISC attending two facilitated retreats at Wedgewood Leadership Services</p>	<p>This is a new initiative</p> <p>80 children's books were collected in 2004 for the holiday season and the activity will continue in 2005.</p> <p>This particular initiative began in Summer 2004. Data collected is being used to improve the effectiveness of the center.</p>