

Project SLOPE: Phase 1

Communications Committee Final Report

The Communications Committee was charged with completing the following tasks during Phase 1 of Project SLOPE:

- Create glossary of common language
 - Focus on shared language, especially as it relates to “program” assessment
- Establish a shared language with common definitions
- Create a communications plan for the work to ensure regular updates are occurring and to ensure all are on the same page

The committee was chaired by Rhonda Hattar, Science Faculty, and Dan Lawrence, Director of Library Services. In addition to the chairs, support was received from the following CCA employees:

- Megan Hurson – Communications, adjunct instructor
- Ana Romero – Marketing and Communications, staff
- Mary Meeks – Marketing and Communications, staff
- Joe Florkowski – Marketing and Communications, staff
- Kelly O’Dell – Behavioral Sciences, faculty
- Meg Beck – Academic Affairs, staff
- Ana Martin-Mejia, World Languages, department chair

Overview of Work Completed

- Assessment glossary created and currently being web-formatted for release on website
- Overhaul of Assessment website and creation of page for Task Force information
- Creation of an Assessment email address to be managed by Emily Silvola, Assistant to the VPAA
- Distribution of email Assessment Task Force News updates via direct email and through the Faculty/Staff Newsletter

Recommendations for Phase 2

- Establish permanent content manager/contact person for Assessment website
- Establish permanent team to update/revise website content on a regular, scheduled basis
- Establish permanent assessment communication management process and leadership team, probably best housed in the Assessment committee
- Concentrate Assessment/Task Force communications—for example, once a semester updates that are content/opportunity rich, rather than just routine communications that may provide little new information. Avoid email-heavy time periods (like the beginning and end of the semester).