

## Project Details

Title	Improving the System of Campus-Wide Employee Communication	Status	ACTIVE
Category	5-Leading and Communicating	Updated	
Timeline		Reviewed	
Planned Project Kickoff	04-12-2012	Created	06-07-2012
Target Completion	05-31-2013	Last Modified	06-11-2012

- 1: Describe this Action Project's goal in 100 words or fewer:
  - A: This action project will create a tab on the college's internal server where information may be posted and archived for employees to access. Content will include information, such as committee minutes, faculty and staff meeting minutes, press releases, and academic performance data. The goal of the action project is to promote a culture of communication on campus, unifying how and where a variety of information is located.
- 2: Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:
  - A: The college utilizes the Campus Quality Survey to assess perceptions of employees, and for the past several cycles of the survey, employees have noted that communication on campus needs to be more efficient and more centralized. Although plenty of information is disseminated on campus, employees would like to see a more centralized repository of where information is archived, so they may continue to have access to prior minutes or press releases.
- 3: List the organizational areas -- institutional departments, programs, divisions, or units - - most affected by or involved in this Action Project:
  - A: All employees will have access to this information, so a wide variety of departments, divisions, and units will be impacted.
- 4: Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:
  - A: Currently, most mass informational items are sent via e-mail from a variety of senders. Although those individuals would need to continue sending out pertinent information, one designated person on campus would be responsible for caching that information on the Information Tab to be created for internal campus use. This system would enable employees to have ready access to information that has been disseminated previously as well as allowing the institution to archive minutes from a variety of campus groups. The committee is also suggesting that press releases be sent to all employees at the same time they are released to local media. Consequently, the committee's main task would be designing the Information Tab then developing and implementing the process of having all informational e-mails archived in this location.

- 5: Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):
- A:

This action Project should take approximately twelve months to fully implement.

- 6: Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:
- A:

The committee will examine the future results of the Campus Quality Survey to determine if employees rate their satisfaction with campus communication at a higher level after implementation of the Information Tab on the internal campus server.

- 7: Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:
- A: The committee hopes to streamline communication on campus, provide an archived repository of information, and improve employees' sense of belonging on campus thus developing a culture of sharing and storing information.