

WKU Committee Meeting 2/3/22 @ 6:30 p.m. EST

Agenda:	Members:
Check-in and review progress	Allison Edgley KeanUSA
Review COMM department Faculty Handbook	Marshall Hayes KeanUSA
Review Old Business	Toby Michelena WKU
	Kristie Reilly KeanUSA

Meeting Notes:

The meeting began at 6:33 p.m. EST

Old Business

Chain of command list(s)

Work on increasing committee members

Confirm charges

New Business

The WKU COMM Faculty Onboarding Handbook created by Abbigail Ajim

Discussion

Allison shared the handbook created by the COMM coordinator at WKU and the committee reviewed and discussed the content.

Marshall suggested this tool would be helpful in each department tailored to their needs. The general topics are structured well and could be effective for onboarding.

All agreed that the chain of command lists were very helpful, and the information was quite comprehensive, but very specific to the Communication Department.

Allison and Toby discussed the grading scale(s) used per department based on notes in the handbooks

Action Items

All members agreed that a chain of command/roles list still needs more work so contacts within the network and between campuses can be easily identified for more efficient communication.

Before concluding the meeting, it was further discussed that more faculty should be brought on to the committee so there is more representation from WKU as well as other departments. Allison will reach out to Craig Donovan and other coordinators to see how this information can be obtained so faculty can be contacted directly.

The committee decided to meet bi-monthly unless there are new updates to discuss

The meeting concluded at 7:07 p.m.