



**Academic Senate
Engagement Committee
Minutes**

Meeting: July 14, 2023, 10:00 am to 10:50 am, WebEx

Present: Lisa Whiting Dobson, Sarah Garcia-Linz, Kelli Herm, Jessica Hester, Eliza Lee, Jon TenBrink

Welcome

- Approval Of Agenda
 - Lisa Whiting Dobson added Set Academic Year Meeting Time
- Approval Of Minutes April 24, 2023
 - Not presented – Tabled until next meeting

Updates from April 24, 2023 Meeting

- Engagement Committee Membership Recruitment
Budget Committee Membership Recruitment
 - Eliza Lee will place committee member needs on the agenda of the Academic Senate Chairs Meeting in August 2023
- Continuing Discussion of options for Marketing, Mentorship, and Orientation, and Engagement
- Update on PA Days and Discovery Day Presentation – DONE
 - Kelli reported that PA Days Engagement Session went well.
 - Sarah and Jon reported the Discovery Days Engagement Session went well.
 - Both sessions reported there were good conversations to introduce the Engagement Committee, Academic Senate, and engagement at the college in general.
- Marketing - 5star request submitted by Sarah Garcia-Linz on March 27 for a Senate video creation, no formal response yet
 - B-Roll video was recorded by LCC Media Services in May 5 Face To Face Academic Senate Meeting. Lisa and Sarah will meet to start working on Video conceptualization and plan. Sarah will follow up on request with Media Services.

- Add any additional feedback from the May 5 meeting discussions to use in Senate marketing materials here:
[Engagement Committee Small Group 5.5.23.docx](#)

- Mentorship and Orientations for newly elected Senators
 - Eliza and Jessica will work on Orientation Information particularly for Administrative Senators

- Announcement of Request Academic Senate Titles on Emails
 - Sarah will follow up with Marketing on readability of Academic Senate Badge
 - Eliza will ask Chris Richards for the official instructions for editing email signatures, and place badges on Academic Senate meeting agenda. This will be followed with an instructional email to Senators.

- Engagement Survey – Identifying potential leaders and committee members from across the college, Leadership recommendations from others Self-Nominations
 - Jon will work on this as it ties in with the work he is doing in the CTE
Expect an Octoberish time frame

- Faculty Senate Presentations At Fall Kick Off Meetings
 - Eliza and Sarah will work on talking points for these meetings so there is consistent messaging. They will place talking point suggestions in the Engagement Committee WebEx Chat by August 4. Committee Members should provide feedback by August 6.
 - Eliza and Sarah will contact Senators in various areas to make presentations at the meetings or determine presenter if no Senator is available.

- Proposed Academic Year Committee Meeting Time
 - Fridays after Academic Senate Meetings from 11:15 am to 12:15 pm once per month or more if needed.