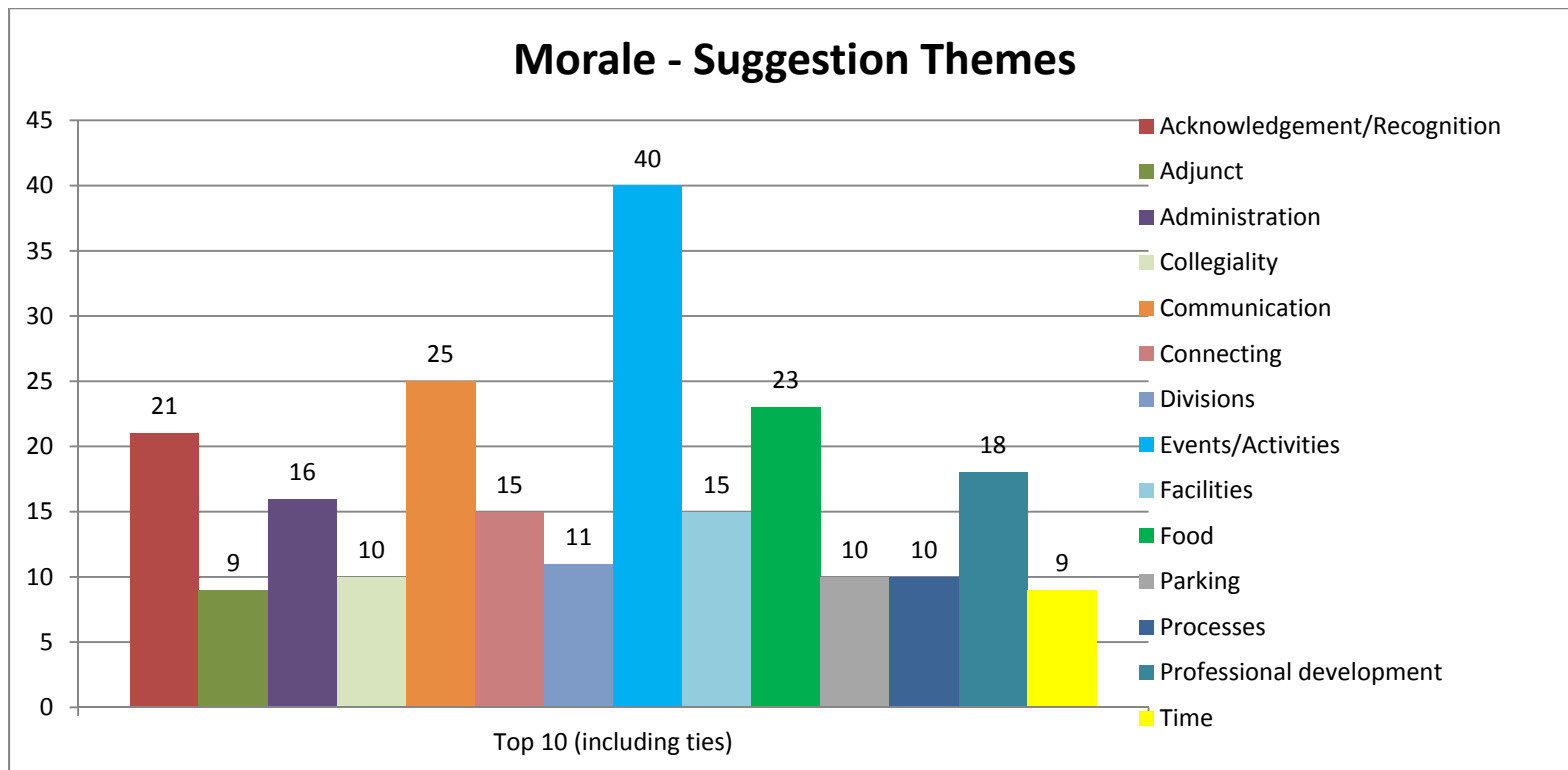


Opening Day Break-Out Session

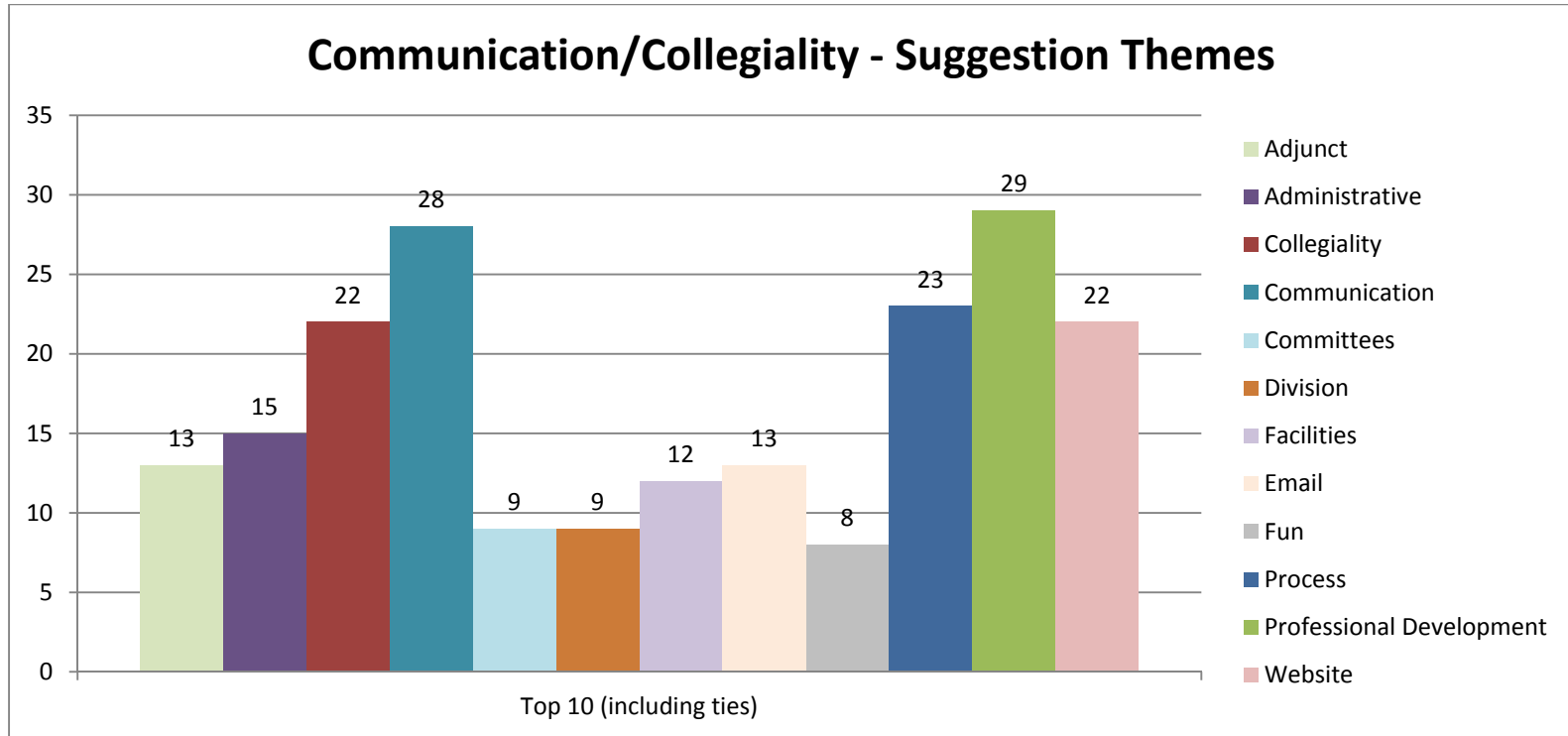
Suggestions to Improve Morale/Communication/Collegiality – Top 10 Themes

The suggestions to improve morale, communication, and collegiality were transcribed and analyzed to determine common themes. Thirty-seven sheets were received for morale with a total of 222 suggestions. Forty sheets were received for communication/collegiality with a total of 265 suggestions.



The top three morale themes were event/activities, Communication, and Food. Suggestions included the possibility of using newsletters or the Rampage to highlight accomplishments or “spotlight programs/individuals”. Feedback and opportunities for discussion were suggested for communication. Food was a common theme that crossed with event/activities.

The top three communication/collegiality themes were professional development, communication, and process. Suggestions included professional development activities that allow employees the opportunity to collaborate, provide mentoring opportunities for new/adjunct faculty, and training on interpersonal communication/collegiality. Timely processes, e-signatures, and email protocol were suggested for process.



Morale suggestions by theme:

THEME	SUGGESTION
Acknowledgement/Recognition	More acknowledgement of a culture of: mutual respect/accomplishment (on a regular basis), who are new people, list of accomplishments
Acknowledgement/Recognition	More praise, less punitive Positivity!!!
Acknowledgement/Recognition	More celebrations (acknowledging accomplishments)
Acknowledgement/Recognition	Dept. of the month "award" (or highlight)
Acknowledgement/Recognition	Show that individual opinions matter and that the institution cares about those feelings
Acknowledgement/Recognition	Recognize new employees on campus
Acknowledgement/Recognition	More recognition and thank you's for projects, committee work, and doing a good job.
Acknowledgement/Recognition	Recognition for new hires, tenure, etc. - a celebratory atmosphere
Acknowledgement/Recognition	President's weekly newsletter w/recognition included
Acknowledgement/Recognition	Highlight what the departments and divisions are doing through electronic communication and celebrate achievements
Acknowledgement/Recognition	Have divisions present their achievements to the rest of the college during a social meeting
Acknowledgement/Recognition	Positive reinforcement at random on campus to reward positive behavior/acts.
Acknowledgement/Recognition	More KUDOS (i.e. awards this morning)
Acknowledgement/Recognition	Newsletters - what people are doing/accomplishing (online-intranet) spotlight people
Acknowledgement/Recognition	Program to create spotlighting of programs/individuals
Acknowledgement/Recognition	Work with Rampage to have spotlights (i.e. "meet the" counselors/faculty/staff/admin
Acknowledgement/Recognition	Kudos for the staff recognition slide show today
Acknowledgement/Recognition	Recognition for excellence - on a small scale
Acknowledgement/Recognition	Celebration of accomplishments within divisions
Acknowledgement/Recognition	Monthly rewards for extra-ordinary staff
Acknowledgement/Recognition	Faculty input at break-out sessions/charrettes. Should be statistically or otherwise analyzed and faculty should be informed if and how input is implemented. Faculty should be confident that voice is heard.
Adjunct	Adjunct faculty focus: communication, trust, i.e. keys
Adjunct	Arrange for direct contact between faculty and top administrators (atmosphere for open discussion)
Adjunct	Include adjuncts in training, meetings, and other initiatives
Adjunct	Events for adjunct faculty to help answer questions/provide guidance
Adjunct	Bring back mentorship program for new faculty and adjunct faculty
Adjunct	Send info to adjuncts; hold workshops during times that adjuncts could attend
Adjunct	Adjuncts should be paid 1 hr. per week for office hours. All students should have access to

THEME	SUGGESTION
	their adjunct instructors.
Adjunct	Adjuncts should have access for "office space", or "virtual 1 hr." (with pay)
Adjunct	Adjuncts - terms & conditions
Administration	Admin. not knowing what dept. does.
Administration	Continuity in leadership
Administration	President's weekly newsletter w/recognition included
Administration	Regular, on-going Town Hall meetings; Pizza with the President
Administration	Organize a social event conducted by the president of the college (October)
Administration	Open door policy
Administration	More stability in the administration (less interim)
Administration	Plan. Last minute, unplanned work typically overburdens classified employees
Administration	Train executive management to be better leaders
Administration	Share what's being done when complaints or suggestions have been made &/or communicated thru surveys & administrative evaluations
Administration	Administrators to serve faculty/staff at a large campus event like a BBQ
Administration	No more reserved parking for admin.
Administration	Ask faculty for feedback/impact before actions are made
Administration	Administration makes continuous education for faculty, educational field trips SO DIFFICULT that for some, apathy and resignation may result - so much for continuing Ed and morale
Administration	Admin listens to faculty suggestions
Administration	Treat faculty like associates - as professionals
Collegiality	Departmental collegiality: people feel who is important, more important
Collegiality	Dept. Work more as a team member, not a back biter within your dept. Open honest communication, "agree to disagree"
Collegiality	Assure that collegiality is a priority
Collegiality	Friendly-collegial
Collegiality	Improve communication and collegiality
Collegiality	Modernize cafeteria - & staff dining room, like Starbucks - it's not inviting. To improve collegial interchange
Collegiality	A reminder/training to remain friendly and provide good customer service to our students
Collegiality	A culture of helpfulness rather than being defensive
Collegiality	Always talk positive about other departments
Collegiality	Treat faculty like associates - as professionals
Communication	Communication

THEME	SUGGESTION
Communication	Interpersonal communication vs. electronic
Communication	Dept. Work more as a team member, not a back biter within your dept. Open honest communication, "agree to disagree"
Communication	Arrange for direct contact between faculty and top administrators (atmosphere for open discussion)
Communication	Facilitate common discussion of campus crisis events
Communication	See blue sheet, once those items are improved, then the morale will be improved as well
Communication	President's weekly newsletter w/recognition included
Communication	Regular, on-going Town Hall meetings; Pizza with the President
Communication	Highlight what the departments and divisions are doing through electronic communication and celebrate achievements
Communication	We need better sound systems for cafeteria and podium in OAB auditorium. Both venues make participation difficult because we can't hear clearly.
Communication	Talk to employees - transparency
Communication	1 free hour for faculty pedagogy discussion
Communication	Newsletters - what people are doing/accomplishing (online-intranet) spotlight people
Communication	Communication
Communication	Improve communication and collegiality
Communication	Have a better understanding of other programs, more sharing of achievements on campus, so we can speak intelligently of other areas
Communication	Share what's being done when complaints or suggestions have been made &/or communicated thru surveys & administrative evaluations
Communication	Don't ignore our feedback
Communication	Actually listen to your committees. It is quite frustrating to give ideas/feedback and nothing is implemented = who wants to help anymore after that
Communication	A reminder/training to remain friendly and provide good customer service to our students
Communication	Ask faculty for feedback/impact before actions are made
Communication	A culture of helpfulness rather than being defensive
Communication	Always talk positive about other departments
Communication	Timely notice of events affects morale because if we knew about events earlier - we could have attended
Communication	Admin listens to faculty suggestions
Connecting	Cheers bar on campus: sponsor a luncheon
Connecting	Having some goal but being able to accomplish it together. Being able to connect outside of a business or faculty meeting.
Connecting	Campus wide Christmas Party

THEME	SUGGESTION
Connecting	Dept. 3 min at beginning of staff meeting, learning about one staff member
Connecting	Faculty and staff sports teams/comp.
Connecting	More college gatherings, social events
Connecting	Employee interaction outside official duties
Connecting	Provide more engaging social activities on campus
Connecting	Campus dining or other opportunities for social interaction (on or off campus)
Connecting	Provide more opportunities for different disciplines to mix, and get to know each other better
Connecting	More campus sponsored community events/partnerships. - luncheons-entertainment-cleanups/volunteer work
Connecting	Have a better understanding of other programs, more sharing of achievements on campus, so we can speak intelligently of other areas
Connecting	Casual community events (baseball - more staff/faculty at our own sporting events)
Connecting	Birthday celebrations - everyone whose birthday is in the month chip into buy a cake once a month
Connecting	Cross division mixers (Friday lunch)
Division	Start with Division: feel good about where you work, classrooms, physical plant (facilities, trees, walkways), talk with experts in field for input before project begins.
Division	Have divisions present their achievements to the rest of the college during a social meeting
Division	Division beginning of the year party
Division	Party planner for divisions
Division	Committee Chairs - ice breaker to start year
Division	Cross division mixers (Friday lunch)
Division	Family Feud
Division	Celebration of accomplishments within divisions
Division	Go with the other division to a wine country tour
Division	Each division rotates an open house
Division	Funding for "dept. retreats" or attendance as a dept. for conferences
Events/Activities	More college gatherings, social events
Events/Activities	hold random/periodic drawings (adding fun element): maybe for FCC items (ex. T-shirt, mug, etc.) that all staff can enter/be automatically entered
Events/Activities	Floating (wandering) musical entertainment (it's nice when FCC's had musicians at the fountain)
Events/Activities	Faculty and staff voluntarily commit to attend 1 extra curricular event per month (play, concert, athletic event)

THEME	SUGGESTION
Events/Activities	Monthly dance (talks, events)
Events/Activities	Provide more engaging social activities on campus
Events/Activities	Have a friendly competition between divisions to have the largest # of faculty/staff attend sporting events, concerts, theatre productions. (Have a RAM trophy that depts. will compete to keep)
Events/Activities	Have the coaches/athletic staff lead a faculty/staff "pep rally" at the beginning of each semester with motivational speeches
Events/Activities	Organize a social event conducted by the president of the college (October)
Events/Activities	Have divisions present their achievements to the rest of the college during a social meeting
Events/Activities	Happy Hour
Events/Activities	Create an all activity pass
Events/Activities	Promote the all sports/all activities passes to all staff
Events/Activities	More campus sponsored community events/partnerships. - luncheons-entertainment-cleanups/volunteer work
Events/Activities	More community (FCC) events (voluntary)
Events/Activities	Casual community events (baseball - more staff/faculty at our own sporting events)
Events/Activities	Free staff lunch mixer once a month
Events/Activities	Fun stuff! Flex day field trips
Events/Activities	Division beginning of the year party
Events/Activities	Party planner for divisions
Events/Activities	Morning walks
Events/Activities	Birthday celebrations - everyone whose birthday is in the month chip into buy a cake once a month
Events/Activities	Committee Chairs - ice breaker to start year
Events/Activities	Field trips - Carmel, San Francisco, Napa, The Garment District -LA, Yosemite, museums-The Getty, LA County
Events/Activities	Arrange board games nights Bingo Intramural sports teams to compete I.e. softball, volleyball, tennis etc.
Events/Activities	Social gathering
Events/Activities	Faculty mixers either put on by college or facilitated by college. Could be one large gathering or a bunch of small gatherings. Include food and /or alcohol. (this is a practical suggestion - involvement increases when food and alcohol are provided.
Events/Activities	Staff and Faculty Olympics - fun day
Events/Activities	Family Feud
Events/Activities	Administrators to serve faculty/staff at a large campus event like a BBQ

THEME	SUGGESTION
Events/Activities	Celebrate birthdays for the June, July & August staff
Events/Activities	Go into sporting events as groups
Events/Activities	Go with the other division to a wine country tour
Events/Activities	Each division rotates an open house
Events/Activities	Employee activities, perhaps a field trip (yearly, biannually) or an engagement activity. This latter could have double-benefit of raising morale and giving instructors examples of engagement activities.
Events/Activities	"Hidden Treasures" tour or scavenger hunt, common problem solving activities - this could be rolled into a "retreat" - a formative event near beginning of year. This could be held on campus to reduce costs - it is the engagement that is most important.
Events/Activities	"After hr." holiday social events, campus-wide
Events/Activities	Social Events e.g. open BBQ-Reedly Pres.
Events/Activities	Trick or Treat on campus
Events/Activities	Tacos Tuesday
Facilities	Opportunities for a shared community space
Facilities	Make shared spaces (division office)
Facilities	Admin/Division/Dept.: Establish a break room for the faculty away from the work areas. Also important for the students to have a breakroom. This is the #1 complaint given to our dept.
Facilities	Campus beautification (clean concrete)
Facilities	More student -friendly campus: searing areas for students (comfortable!), more eating options; update/modernize this cafeteria.
Facilities	Administration: Stop making changes to facilities without talking to affected faculty
Facilities	We need better sound systems for cafeteria and podium in OAB auditorium. Both venues make participation difficult because we can't hear clearly.
Facilities	Clean facilities: offices, classrooms, stair wells
Facilities	Staff lounge
Facilities	Improved custodial service, classrooms in Art Building are routinely dirty and smelly
Facilities	Nicer faculty/staff dining room
Facilities	Modernize cafeteria - & staff dining room, like Starbucks - it's not inviting. To improve collegial interchange
Facilities	Need more plugs in cafeteria - students study in cafeteria. Even faculty need more plugs
Facilities	Student union on both sides of the track!
Facilities	Upgrade cafeteria and extend use of space by the walls so that students have access to outlets

THEME	SUGGESTION
Food	Cheers bar on campus: sponsor a luncheon
Food	Campus dining or other opportunities for social interaction (on or off campus)
Food	Regular, on-going Town Hall meetings; Pizza with the President
Food	Happy Hour
Food	Drawing at Friday Staff Lunches
Food	Add Starbuck's on campus
Food	Food truck Fridays
Food	Healthy food provided by cafeteria/café/food cart
Food	Taco Tuesday! Just call Juan Bravo, he has a taco truck "Bravo Bites"
Food	Include more outside food vendors on campus - restaurants "healthy" (Taco Truck, Dusty Buns)
Food	Free staff lunch mixer once a month
Food	Pot lucks
Food	Birthday celebrations - everyone whose birthday is in the month chip into buy a cake once a month
Food	Cross division mixers (Friday lunch)
Food	Modernize cafeteria - & staff dining room, like Starbucks - it's not inviting. To improve collegial interchange
Food	Improve food options and access. Healthier and varied options
Food	RAM coffee shops - multiple kiosks all over campus
Food	Faculty mixers either put on by college or facilitated by college. Could be one large gathering or a bunch of small gatherings. Include food and /or alcohol. (this is a practical suggestion - involvement increases when food and alcohol are provided.
Food	Administrators to serve faculty/staff at a large campus event like a BBQ
Food	Celebrate birthdays for the June, July & August staff
Food	Clean, high quality food on campus
Food	Social Events e.g. open BBQ-Reedly Pres.
Food	Tacos Tuesday
Parking	More faculty parking
Parking	Free parking for faculty and staff (why do I have to pay to park where I work?)
Parking	Increase staff parking
Parking	Eliminate the majority (all) of assigned parking spaces (check with Reedley)
Parking	Build more parking lots for staff
Parking	More parking. It's our first exposure/impression with the campus when we arrive to work; trouble finding a place sets a poor tone for the day

THEME	SUGGESTION
Parking	Staff parking is dominated by quasi administrators, to many reserved spots. (fewer reserved spots)
Parking	Increase parking
Parking	Free parking for faculty and staff
Parking	No more reserved parking for admin.
Process	Easier quicker process for communication
Process	Standardized protocol
Process	Make it easy to buy tickets to FCC events from a central spot (ex. Can buy football tickets, etc. at student activities) on campus: make it easier to find out ticket costs online
Process	Lack of involvement in decisions affect morale
Process	Clear policies and procedures for accomplishing tasks that are document and followed by faculty, staff, administrators
Process	Minimize communication time lag/last minute administrative directives
Process	Stop giving unrealistic deadlines
Process	Ask faculty for feedback/impact before actions are made
Process	Streamline paperwork to make the process clearer
Process	Improving internal customer service - Instructors who are trying to put on events need cooperation of everyone along the way. This has been an issue with multiple instructors, not just a few. The process should not be difficult. Getting feedback quickly about rooms, resources etc. is really key.
Professional Development	Flex day events calendar rather than just one day.
Professional Development	Include adjuncts in training, meetings, and other initiatives
Professional Development	Have a block of time (Friday afternoons) for training/professional development, meetings, etc. No classes scheduled during this time.
Professional Development	Add more funds for outside guest presentations
Professional Development	1 free hour for faculty pedagogy discussion
Professional Development	All college hour. Give us at least one hour free for scheduled trainings or events
Professional Development	Train executive management to be better leaders
Professional Development	Prof development sharing
Professional Development	More training opportunities for all personnel
Professional Development	Events for adjunct faculty to help answer questions/provide guidance
Professional Development	A reminder/training to remain friendly and provide good customer service to our students
Professional Development	Bring back mentorship program for new faculty and adjunct faculty
Professional Development	Employee activities, perhaps a field trip (yearly, biannually) or an engagement activity. This latter could have double-benefit of raising morale and giving instructors examples of

THEME	SUGGESTION
	engagement activities.
Professional Development	"Hidden Treasures" tour or scavenger hunt, common problem solving activities - this could be rolled into a "retreat" - a formative event near beginning of year. This could be held on campus to reduce costs - it is the engagement that is most important.
Professional Development	Funding for "dept. retreats" or attendance as a dept. for conferences
Professional Development	Limiting number of faculty that can attend an event, conferences, trainings. This affects morale.
Professional Development	Send info to adjuncts; hold workshops during times that adjuncts could attend
Professional Development	Administration makes continuous education for faculty, educational field trips SO DIFFICULT that for some, apathy and resignation may result - so much for continuing Ed and morale
Time	Four day instructional leave with an all college free day for meetings, etc.
Time	Have a block of time (Friday afternoons) for training/professional development, meetings, etc. No classes scheduled during this time.
Time	Consider 4 day teaching schedule campus wide with training and committee meetings on Fridays
Time	Make our semester 16 weeks instead of 18 weeks
Time	1 free hour for faculty pedagogy discussion
Time	All college hour. Give us at least one hour free for scheduled trainings or events
Time	More release time/increase load reduction for leadership-exp. For being department chair
Time	Planned, scheduled "down time" for ALL staff to rejuvenate
Time	"Dead days" for grading during finals week

Communication/Collegiality suggestions by theme:

THEME	SUGGESTION
Adjunct	Include adjuncts in all faculty meetings with FT
Adjunct	Compensate adjunct participation in campus participation (non-instructional)
Adjunct	Pay adjunct to attend at least 2 department meetings per semester
Adjunct	Course coordinators - someone in charge of each course in a program who will make sure adjuncts and full-time faculty are accessing course an time, etc. (stipend for this)
Adjunct	Adjuncts training and work space
Adjunct	Communication with adjunct faculty
Adjunct	Meetings (paid) that connect adjunct & faculty (advertise, specialized training, etc.)
Adjunct	Training for adjunct
Adjunct	Adjunct faculty should be invited to meetings
Adjunct	Adjuncts should be paid to attend convocation & flex day
Adjunct	Include adjuncts in discussions to improve communication, procedures, and collegiality
Adjunct	Pay adjunct faculty to attend meetings, for professional development, & and for office hours.
Adjunct	Provide space for adjunct instructors to have office hours.
Administrative	Pizza w/the President, VPs or ice cream or coffee
Administrative	Collegiality: Offer stipends so that faculty can observe other faculty teaching - share ideas and see what works in the classroom. As faculty we all have successful strategies - let us share these! (Professional development)
Administrative	Comm ... (?) to reply to administrative email questions faculty to administration: 1) Don't lose inquiries, 2) Job announcements place them in one email not 20.
Administrative	One-to-one meetings with faculty and dean (at least each semesters) (i.e. if grass is getting put in let coaches know in advance); then communicate about what will can, can't, won't be done.
Administrative	Increased departmental transparency between administrator & faculty.
Administrative	Bridge the communication gap between administrators/managers and committees. Both groups are working forward a same goal but don't know about it - duplication.
Administrative	Department meetings should be attended at least monthly or quarterly by division dean or V.P.
Administrative	Course coordinators - someone in charge of each course in a program who will make sure adjuncts and full-time faculty are accessing course an time, etc. (stipend for this)
Administrative	For "bottom-up" communication (to admin.) : 1) Going through channels could get ideas & communication stuck if mid-level supervisor has to balance priorities

THEME	SUGGESTION
Administrative	For "bottom-up" communication (to admin.): 2) Flex day activity: make an interactive brochure to have "experts" from campus present information & directions for getting things done. This would ID those campus people that can help get this done or make connections. Passports, stamps, & prizes would really facilitate, intensify this behavior.
Administrative	For "bottom-up" communication (to admin.): 3) Have scheduled times with key administrators that faculty (employees) can use to express ideas directly to admin.
Administrative	Pizza with the president or coffee with colleagues
Administrative	Informal avenue: brownbag lunches; exercise (administration)
Administrative	Regular emails /observation by (or of) administrators. This will improve accountability and help reign in bullies & impolite faculty & staff.
Administrative	Provide easier access/open communications with upper management
Collegiality	Saying hi to people
Collegiality	Know peoples names - wear our name badges
Collegiality	Don't engage in drama -
Collegiality	Find out first names from people around you
Collegiality	Include a picture to the contact information that would show in emails to identify the name to the face.
Collegiality	Organize other meeting in the semester to foster collegiality in the form of work/lunch to share work accomplished by divisions/departments.
Collegiality	Collegiality: Offer stipends so that faculty can observe other faculty teaching - share ideas and see what works in the classroom. As faculty we all have successful strategies - let us share these! (Professional development)
Collegiality	Respect -> go out of your way to get to know each other
Collegiality	Poor communication with deadlines/sharing info. Vertical communication problem.
Collegiality	Training on communication/collegiality, effective communication
Collegiality	There's a sense that many on campus don't understand how to be collegial (separating personal issues from professional issues, etc.) Training or instruction will help in this regard.
Collegiality	As the communication faculty to run soft-skill training, conflict resolution, and/or civility workshops for staff or administrators, or faculty, etc. Offer flex credit or a stipend for those who attend.
Collegiality	Real staff dining room would improve collegiality
Collegiality	Program review should feel less adversarial
Collegiality	Respect for differences of opinions
Collegiality	When people have ideas, communication needs to be kept professional. Comments should be able to be made without retaliation
Collegiality	Build trust and learn to communicate better

THEME	SUGGESTION
Collegiality	We need to address negative situations with open format instead of accusatory
Collegiality	Be mindful how we address each other because it affects the outcome
Collegiality	Respect each other
Collegiality	Create more of a culture of equality and break the hierarchical attitude by prioritizing mutual respect as an agenda item throughout the year in department meetings. Begin with a survey or focus group to create a baseline of people's satisfaction with communication & collegiality and reassess after chosen strategies have been implemented.
Collegiality	Respectful communication
Communication	Organize other meeting in the semester to foster collegiality in the form of work/lunch to share work accomplished by divisions/departments.
Communication	All faculty are given agendas and minutes of Dean's Council Meetings - we never get this information
Communication	Communication: Replace the useless (and frustrating) automated answering system at FCC (the system that answers when the school operator is not on duty)
Communication	When there is a collegial disagreement people should not take it personal. Comm. Should include dialogue to express their concerns. Avoid ad hominins in comm. What best way to communicate for the best interest of the student. There has to be some type of process to resolve the conflicts. Common sense of purposes look over their own agenda to get to the common purpose.
Communication	More timely announcements of college activities
Communication	More transparency about projected changes.
Communication	Training on communication/collegiality, effective communication
Communication	Campus activities/communication app
Communication	More use of Blackboard by departments and divisions for updates and notes and new directions and programs
Communication	Develop an interactive wiki or forum so departments or divisions can post info.
Communication	Have all departments post their meeting notes in a format that all others can see and access.
Communication	Contact list for go to people for all types of problems to be maintained by public information office
Communication	Make the counseling liaisons more visible to all divisions and have the liaisons share department information with
Communication	Online newsletter showcasing FCC employer accomplishments and activities
Communication	Let us know about new positions or programs like the Dream Center. We don't know about all of them and can't share with students if we don't know
Communication	As the communication faculty to run soft-skill training, conflict resolution, and/or civility workshops for staff or administrators, or faculty, etc. Offer flex credit or a stipend for those who attend.

THEME	SUGGESTION
Communication	We need a real person on the phone when people call the college - especially when new people need info.
Communication	Remember " the other side of the tracks " the APA is left out a lot
Communication	Improve communications & perception of community college to high school - that it is not a step down.
Communication	Actually listen to your committees.
Communication	Please no more late communication
Communication	Send out weekly text messages to communicate weekly events (similar to emergency notification system)
Communication	More ad hoc groups should be set up to network, including faculty & classified, purposely connect - colleagues in conversation, topic based and interdepartmental.
Communication	More opportunities for communication (possibly social events) for faculty and counseling to talk to each other
Communication	More communication between faculty & how classes show up on web advisor for registration (CIT department had to cancel all 4 hybrid classes because students couldn't find classes; web advisor didn't show the classes actually met in a classroom
Communication	Revisit the communication plan that was formed in 2012
Communication	Create more of a culture of equality and break the hierarchical attitude by prioritizing mutual respect as an agenda item throughout the year in department meetings. Begin with a survey or focus group to create a baseline of people's satisfaction with communication & collegiality and reassess after chosen strategies have been implemented.
Communication	Respectful communication
Committees	Code of professional ethics for committees, department and division
Committees	Must have faculty on all of the committees that make the decisions that affects classroom strategies
Committees	Actually listen to your committees.
Committees	Too many committees yet not efficient work integration
Committees	Redo the committee 'flow chart' - they should all integrated
Committees	More opportunities for participation on committees for classified. Some people get to be on all the committees & gain exposure to meeting and working with other campus faculty /staff
Committees	Everyone should have equal voice/ importance - Distribution of reps on committees, for example. Those reps should make sure they share info with everyone.
Committees	Overlapping and/or excessive (multiple) committees that could be combined would probably increase/improve communication
Committees	Participate on committees
Divisions	Organize other meeting in the semester to foster collegiality in the form of work/lunch to share work accomplished by divisions/departments.

THEME	SUGGESTION
Divisions	More division updates
Divisions	Newsletter - division / dean
Divisions	Activities in each division
Divisions	Division: each division take the initiative to invite another to share with their annual meeting (with disciplinary) to know & keep abreast of what each other does.
Divisions	Mentoring - Be intentional not just assigned. Be objective, strutted leaders. Have a Policy & Procedure orientional manual for mentor & mentee for specifics & general. Availability from department but also for other divisions (i.e. IT tutor services)
Divisions	Regular department meetings: have communication & processes. An ongoing agenda item for divisions.
Divisions	Create environment (i.e. division meeting?) where everyone can openly discuss, give feedback - especially when important things happen i.e.
Divisions	Cross division mixers, introduction info.
Facilities	Ownership of campus - beautification; pick up trash (this is everyone's job)
Facilities	Have an adequate place to conduct uninterrupted communication
Facilities	Better acoustics in OAB & Cafeteria - hard to hear
Facilities	Communicate about status of facilities: inquire of faculty before and have options for alternate rooms, fields, etc. Central scheduling & align maintenance with class schedules.
Facilities	Student center - will not be student centered. Hang out place, a place to engage- technology friendly
Facilities	Solar usage - saves money to improve other aspects of college life
Facilities	Don't do session in a very noisy area (like cafeteria because we can't hear each other; maybe smaller table too)
Facilities	Have plug-in and charging stations for faculty, staff, and students to us
Facilities	User friendly staff lounge. Coffee machine / refrigerator
Facilities	Staff dining room needs microwave
Facilities	Art, Photography, etc. in department office vs. nothing but rules on the wall
Facilities	Provide space for adjunct instructors to have office hours.
Email	Faculty need the ability to do a "mail all" at least the department chairs, coordinators, and directors and above
Email	Before sending an e-mail, try and call the person. Get rid of caller ID.
Email	Comm ... (?) to reply to administrative email questions faculty to administration: 1) Don't lose inquiries, 2) Job announcements place them in one email not 20.
Email	Increase size of email inbox
Email	Less SCCCD/FCC email; Do one email per day with everything, or even per week.
Email	Do a better job of filtering emails so there are fewer, more important ones in everyone's box

THEME	SUGGESTION
Email	Continued use of email: city @ a glance
Email	Faculty to be given mail-all for all events
Email	Develop a climate where emails are acknowledged
Email	Regular emails /observation by (or of) administrators. This will improve accountability and help reign in bullies & impolite faculty & staff.
Email	Don't let information set in your email that should be given communicated to employers
Email	Is there training in how to use email efficiently. What the college expectation is. "Follow email protocol as laid out in the communication plan"
Email	Use district / campus email to all employers of informing them of changing and XXX etc. Clearly after the new procedures for employees to follow
Fun	Increased social gatherings
Fun	Periodic social gatherings. Have to be genuine gatherings.
Fun	Community service or community events on campus - block party or mixer or field trips
Fun	Get together on non-professional activities as well as professional
Fun	Have a company picnic on a Saturday
Fun	Include a "mixer" activity as well as the beginning of semester activity. To promote moral & collegiality. On-going of once a semester (ok - I could volunteer to start up employee activities program - Deb Shelly)
Fun	More opportunities for faculty/staff/administrators to socially interacts in informal settings - suggestions: wine / meet and greet in OAB staff lounge (FYI: multiple effective ways to communicate other than email: face-to-face is very effective)
Fun	Extracurricular events (after work)
Process	So often too many last minute due date. Need to give more days allowed for submission.
Process	Signatures procedure takes too long to complete. Suggest to have e-signature.
Process	Better follow-through with projects
Process	Code of professional ethics for committees, department and division
Process	Share campus deadlines in a timely manner! This is a CONSTANT issue!!!
Process	Improve lines of communication. Equipment was purchased and delivered without faculty input. "One size" may not fit all.
Process	Poor communication with deadlines/sharing info. Vertical communication problem.
Process	Decisions are made without input from staff that it will effect. (Ex. Transportation and parking north of the gym)
Process	Handbooks for procedures and policies (purchasing, promotions, grants, etc.) in 1 searchable location
Process	More timely announcements of college activities

THEME	SUGGESTION
Process	Must have faculty on all of the committees that make the decisions that affects classroom strategies
Process	Minimize time log/last minute administrative directives
Process	A compiled list of login info for blackboard, CurricUNET, Webadvisor, etc.
Process	Improve timing and turn-around time on promotional materials and announcements
Process	We need a real person on the phone when people call the college - especially when new people need info.
Process	All processes are too slow
Process	Send out weekly text messages to communicate weekly events (similar to emergency notification system)
Process	Revisit the communication plan that was formed in 2012
Process	Too time consuming: procedure/ system to get event approved (Streamline or make accessible to employees)
Process	Problem: hierarchy of importance attached to specific persons. EMLS: 1) job/needs low on the totem pole, 75 - 300 students; 2) not enough support to retain these students; 3) not enough understanding of the progression of classes to English-1A by institution
Process	Mentoring - Be intentional not just assigned. Be objective, strutted leaders. Have a Policy & Procedure orientional manual for mentor & mentee for specifics & general. Availability from department but also for other divisions (i.e. IT tutor services)
Process	Regular department meetings: have communication & processes. An ongoing agenda item for divisions.
Process	Is there training in how to use email efficiently. What the college expectation is. "Follow email protocol as laid out in the communication plan"
Professional Development	More flex days - some designated for team building (work into contract)
Professional Development	Have at least one or two hours a week with no teaching in order to have all campus meetings. Then consider M/W & T/TH with Fridays for meetings and professional development
Professional Development	Frequent and regular breakout sessions regarding campus issues
Professional Development	Bring back great teacher seminar in Bass lake or something similar
Professional Development	Reinstate mentor program for new faculty
Professional Development	1 hour per week dedicated to collegiality and professional development (no classes allowed during that 1 hour) OR M/W and T/TH classes. All campus meetings/committees/staff development on Fridays so we all can participate)

THEME	SUGGESTION
Professional Development	Collegiality: Offer stipends so that faculty can observe other faculty teaching - share ideas and see what works in the classroom. As faculty we all have successful strategies - let us share these! (Professional development)
Professional Development	2 or 3 times per semester flex-like activities to bring all faculty together for training
Professional Development	Intra/inter division team building activities
Professional Development	Training on communication/collegiality, effective communication
Professional Development	There's a sense that many on campus don't understand how to be collegial (separating personal issues from professional issues, etc.) Training or instruction will help in this regard.
Professional Development	As the communication faculty to run soft-skill training, conflict resolution, and/or civility workshops for staff or administrators, or faculty, etc. Offer flex credit or a stipend for those who attend.
Professional Development	Increase training opportunities
Professional Development	Institute days for faculty to connect without students throughout the semester (mandatory)
Professional Development	One-to-one mentoring for new hires
Professional Development	Teaching and learning center for centralized information
Professional Development	Team building activities
Professional Development	It would be great to have new faculty orientation 2 weeks before class begin (There were some great suggestions on how to improve syllabi) however our syllabi were due to duplicating a day before orientation.
Professional Development	Also it would have been great to have an IT workshop in a computer lab for the new faculty (to make sure we all can log in to Web advisor, Blackboard, email, etc.)
Professional Development	Make employees aware of their rights (rights of expression the ability to know how to respect other rights and opinion
Professional Development	Formalized mentorship - demonstrate / role model professionalism
Professional Development	Training for adjunct
Professional Development	Student ambassadors could give tours for employees so 1) faculty learn about other campus areas 2) ambassadors learn about departments 3) ambassadors help with other campus activities. Infuse students info faculty activities: "Hidden treasures" tour (it is a must)

THEME	SUGGESTION
Professional Development	Cross division (silo breakdown): learning communities; workshops; conferences; faculty learning communities
Professional Development	More communication between faculty & how classes show up on web advisor for registration (CIT department had to cancel all 4 hybrid classes because students couldn't find classes; web advisor didn't show the classes actually met in a classroom
Professional Development	Flex day. Problem: not enough flexibility to share learning or learning styles with colleagues.
Professional Development	Promotes cross-disciplinary ideas, learning, knowledge should between colleagues.
Professional Development	Mentoring - Be intentional not just assigned. Be objective, strutted leaders. Have a Policy & Procedure orientional manual for mentor & mentee for specifics & general. Availability from department but also for other divisions (i.e. IT tutor services)
Professional Development	Is there training in how to use email efficiently. What the college expectation is. "Follow email protocol as laid out in the communication plan"
Website	The website needs to be more user friendly
Website	Information on website needs to be updated.
Website	Make the website more user friendly - it's difficult to find info - too many layers
Website	Website
Website	Better information on website calendar
Website	Must have regular update of FCC websites
Website	FCC website could be much more navigable
Website	Have an intuitive web site for procedural things (EX. Travel and conference)
Website	Have an intuitive web site for community to be able to find events on campus
Website	Have a way to communicate with the web master
Website	Update and organize FCC website
Website	Improve website portal for faculty
Website	Website is very difficult to search
Website	Web site needs to be more user-friendly
Website	We need venues to communicate. Our webpages are outdated and should be updated "every semester"; This is a huge problem.
Website	Posting division website - improve city @ large
Website	For "bottom-up" communication (to admin.) : 4) Update website regularly
Website	Webpage should have daily banner of current activities
Website	Monthly feature on each department that is broadcast on webpage
Website	Banner on webpage announcing what instructors are absent and where to find alternative assignment

THEME	SUGGESTION
Website	Continue to improve/update FCC Website
Website	Accurate, updated campus event calendar on the website (better events calendar); more timely press releases, at least meet-in-advance notices