

Communications GAP Analysis Summary

1. Ensuring strategic long-term priorities are our primary focus
 - a. Structure strategic planning committee to meet once each semester to reassess plans, measure accomplishments, publish results to campus
 - b. Use intranet, unit meetings and other means to constantly reinforce strategic priorities to units responsible for action steps
 - c. Align assessment matrix and strategic plan format and reporting processes
2. Encourage and enable employees to take personal responsibility for utilizing and accessing communication vehicles
 - a. Encourage employees to read emails regularly, to attend staff/faculty meetings, and increase communication through staff meetings in each department
 - b. Encourage managers, directors, and department heads to regularly hold unit meetings and to share all available information. Include this as an aspect of evaluation.
 - c. Hold training sessions to ensure that staff and faculty are aware of resources on the GSW website, such as news page, calendar, strategic documents, archived minutes, and other important communications mechanisms.
3. Review and implement as desired the recommendations from the SACS Self-Study Report
4. Create a centralized scheduling system
 - a. Choose location and software
 - b. Select person and office to coordinate system
 - c. Develop process to insure success
5. Develop staff training to enhance communications
 - a. Offer training in proper use and archiving of email
 - b. Offer training in effective communication
6. Create, moderate, and maintain list serv(s) for faculty, staff, students, and administrators
7. Enhance employee morale
 - a. Provide adequate training as needed and requested
 - b. Facilitate communications and understanding of budgeting process through various mechanisms
 - c. Create monthly leadership meetings utilizing various formats
 - d. Increase cultural diversity awareness
 - e. Insure confidentiality through HR regarding employee concerns and issues
 - f. Explore how administration can communicate information effectively and in a timely manner
 - g. Archive minutes of committees on web