Communications & Processes Task Force report

15 July 2014

Continued Planning

In order for the Strategic Plan to be a living document, Tech needs to evaluate progress at least annually, as well as consider changes as circumstances change.

Task 1  Committee coordinators select a subset of the full committee to serve as an annual review team

Task 2  Review Team produces an annual report by the beginning of February each year, to be presented to the President and his staff, and the Faculty Senate. The report presents the metrics and tasks completed, as well as suggesting needed changes.

Task 3  Metrics and tasks completed should be made available on the NMT intranet.

Task 4  Amendments to the Strategic Plan should be posted after they have been approved by the Board

(See also task 4 under Resource allocation.)

Resource allocation

- Requests for budget (including positions) should be made annually, based on a 5-year plan that is updated annually. These are discussed with cognizant Vice President (Deans? Directors?) and aligned with the NMT Strategic Plan. Priorities are discussed and set by the VP, then the overall division request is submitted.

Champion: VP for Admin & Finance, VPAA, Senate Budget committee

Task 1  VPA&F provide a schedule for when all VPs need to have their requests in.

Task 2  Each VP provide a schedule for their departments

Task 3  VPs agree on a standard template for departmental plans

Task 4  Each department develops a five-year plan, in consultation with the VP/Deans. These will be used to set hiring priorities, resource allocation, and as a basis for annual department evaluation.

Broad based participation in decision making

- Standing committees of the Faculty Senate should be used for broad input into decisions. Some committees need to have their membership expanded to include staff members.
Champion: Chair of the Faculty Senate

Task 1: Standing committees consider the need for staff representation, report back to Senate.

Task 2: Committees invite appropriate staff to join or consult with the committee.

Task 3: Consider re-invigorating the Institute Senate (VPAF, most recent Institute Senate Chair, Faculty Senate Chair)

Communication Office

- A central office, with adequate staff, is needed to improve and maintain the NMT website, greatly increase and improve our social media presence, liaise with mass media so that NMT becomes their go-to school for experts, as well as providing press releases and Tech news. Internally, this office could also publicize events; maintain a calendar of seminars so we can find out what is going on in other departments; relay congratulations for new grants and other kudos. (Or kudus, if you prefer.)

Champion: VP for Student & University Relations

Task 1: Form a Communication Office (possibly mostly a reassigning of duties)

Task 2: Website

Task 3: Social Media

Task 4: Calendar

Culture of Information Sharing

- We already have Banner, a very powerful system. We need full implementation and access to Banner to enable everyone to get the information they need. It is possible that the Technology group will recommend Argos, or some other approach, instead of the Banner access we have discussed.

Champion: Registrar, Director of Information Services

Task 1: Purchase and install module allowing people to be given read-only access to Banner data.

Task 2: Determine who should have Banner access

Task 3: Extend Banner access

- More information should be more easily available. NMT has an intranet that could be used for things that wouldn’t be appropriate on the internet.
Champion: ?

Task 1: Each VP should work with their division to determine what information can be made more easily available

Modern business practices

- Many of our procedure could be made paperless and more efficient. Particular examples are (1) the hiring process, where it seems reasonable to accept electronic applications and letters, and to run the paperwork as a workflow, (2) purchasing, and (3) travel.

Champion: Computing on Campus committee

Task 1: Offices still using paper forms should develop plans to reduce or eliminate the paper required.

Task 2: Switch to either on-line or workflow procedures where possible. Evaluate the needs and consequences first.

Task 3: Re-evaluate the required approvals, as workflows are established

- Retaining and rewarding good people are of paramount importance. It is not helpful when staff have to change jobs to get any sort of a raise. We need to develop a way to reward performance

Champion: Director of Human Resources

Task 1: Develop a salary ladder with levels within a given grade.

Task 2: Revise job descriptions where needed.

Task 3: Develop a regular system of 360-performance reviews, based on job descriptions.

Task 4: Develop a procedure of promotion to new levels in the salary ladder, based on performance review.

- In many cases faculty salaries are based chiefly on the starting salary they were able to negotiate. A more systematic approach, recognizing performance as well as market, could be a benefit.

Champion: VPAA, Deans’ Council

Task 1: Develop a salary system proposal, to be submitted to the Faculty Senate

Task 2: Consider the need for job descriptions for faculty, department Chairs

Task 3: Develop a regular system of 360-performance reviews

Task 4: Revisit and consider changes in the Merit Pay policy
• The issues and needs are similar for professional Research Staff.

Champion: VPRED, Research Committee, Academic Freedom & Tenure committee

Task 1: Develop a salary system proposal, to be submitted to division directors and professional staff

Task 2: Revise job descriptions where needed.

Task 3: Consider the need for job description for Research Professors

Task 4: Develop a regular system of 360-performance reviews and merit-based raises