

UTIA Mechanisms for Communications  
As Identified by an Ad-Hoc Committee of the UTIA Advisory Council

Identified Mechanism	Frequency	Purpose	Distribution	Suggested Improvements
<b>Institute of Agriculture</b>				
UTIA newsletter	Monthly	Distribute information	All faculty + others	None
V.P. State of the Institute Address	Annual	Distribute information	All faculty + others	
UTIA Advisory Council	3 Times Per Year	Advise V.P. - Institute matters	All faculty + others	
UTIA Executive Committee	Monthly	V.P. and Deans	No material distributed	Deans with their assistant/associate deans and Heads.
UTIA Third Monday Meeting	Monthly	Deans plus Directors of M&C, Facilities, Development, Instructional Resources, IT.	No material distributed	
Land, Life and Science Magazine	2-3 times annually	General information about agriculture programs of UTIA	Fall 2002 (1 <sup>st</sup> issue) - 12,870 copies mailed Spring 2003 – 13,725 copies mailed	
Veterinary Vision Magazine	Annually (new publication)	General information about veterinary programs of UTIA	1 <sup>st</sup> issue – 10,000 to 11,000 copies mailed 2 <sup>nd</sup> issue (expected November 2003) – 20,000 to 22,000 copies mailed	
Ag Dept Heads	Monthly	VP, Ag Deans, Ag Assist. and Assoc. Deans, Business Officers, some Directors	Attendees	Post minutes on web for faculty and staff.
Faculty Senate Representation (CASNR, Vet, Extension Caucus')	-----	-----	-----	Dual representation by some Senators on the UTIA Advisory Council
<b>Extension Service</b>				
District Directors	Monthly	Adm. to distribute information	From Dean to all District Directors	These meetings are set up to disseminate information from administration down. The process has faults that might be improved with a more direct message from dean, therefore bypassing two layers of communication causing openings for interpretation, misunderstanding, etc. Maybe an electronic monthly message from Dean's office, also saving travel.
Program Leaders	Monthly	Adm to distribute information	From Assoc. Dean to All Program Leaders	
Area Program Specialists	Monthly	Adm to distribute information	From appropriate Adm to all area program specialists	
County Directors	Monthly	District to distribute information	From District Director to County Director	
County Offices	Monthly	Director to distribute information	County director to all county personnel	
Agriculture Committees	Quarterly	County to update Ag. Committee on programming	County personnel with all ag committee members	
Joint Agent Association Board Meetings	Semi-Annual	Two way communication with Deans	Pres, Pres Elect, Past Pres of all associations with Deans	
Association Meetings	Annual	Two way communication with	Membership of association	

		members		
Extension Conference	Annual	Adm to distribute information	All staff	
Secretary Meetings	Annual + As Needed	Guidance & updates	Support staff	
Extension Advisory Council	Semi-Annual	Program direction and guidance from the outside – eg. Extension Strategic Plan	To Dean	
Extension Administration	Monthly	Guidance and updates	Dean's office staff	
Department Head	Monthly	Distribute information	Adm. with Department Heads	See above
<b>CASNR</b>				
Dept. Heads Meeting	Monthly	Convened by Assoc Dean (A.D.) to share academic program information (UG & G), esp. "what's coming down the pike," budgetary matters, and information from the Council of Deans, etc. A.D. gets ideas, feedback, concerns on various issues of teaching. Good discussions. Often philosophical discussions with no decisions being made.	Minutes are taken; distributed to department heads to share with faculty.  Filtered distribution with faculty	The Council and others should consider whether to recommend that a record of meeting highlights should be taken – and teaching faculty having access to these.
College-wide faculty meeting	Semi-Annual	Curriculum issues, reports from Faculty Senate committee work, especially as we move to "one campus", invitation to UTIA Advisory Council Chair and others to present information	No minutes are taken A faculty member is invited to prepare and distribute minutes Open to all faculty	The Council and others should consider whether to recommend that minutes should be taken – and whether they should be Web posted.
Dean's newsletter	Monthly	Distribute information	All faculty + others	None
Advising Guide	Periodic	Distribute information	All faculty	Archived Web posting – less paper, better record  Second edition is posted to College web site under "For Faculty and Staff." Third edition will be prepared summer 2004 to include changes to SIS as they become available. Will break up into different sections to make revisions easier.
Departmental Meetings	Periodic	Administrative issues, committee reports, etc	Departmental faculty and staff	Post on departmental web sites or e-mail minutes to faculty and staff
<b>CVM</b>				
Executive Committee (Dept Heads and Deans)	Monthly	Administrative Concerns/policy for college	Minutes are posted on the VetNet (CVM intranet server) by date of meeting.	Selected information could be distributed to others in the UTIA or posted on the UTIA home page.

College-wide Faculty and “All Hands” meetings	Quarterly	Curriculum issues, college policy, new faculty introductions, budget updates	Minutes and presentations are made available to all faculty of and staff of the CVM.	Minutes and/or Powerpoint presentations could be made available to all UTIA faculty and staff on UTIA Web page.
Department Meetings	Weekly to Monthly	Department concerns, clinic policy, academic concerns	Minutes are posted on Department intranet pages	Minutes could be shared with all UTIA departments. (UTIA intranet?)
Section Chiefs Meeting	Bimonthly	Building concerns, billing concerns, personal and maintenance concerns	Minutes are distributed to all department faculty and staff (Cherokee farm, etc.)	These minutes could be supplied to all CVM and UTIA departments and posted on UTIA intranet.
Dean’s Newsletter	Monthly	Information for PR purposes distributed to college	All CVM employees and posted on VetNet	CVM Newsletter could be posted on the UTIA intranet.
Section Meetings	Monthly	News and section policy discussed (medicine, surgery, residencies, etc)	Minutes are available to all sections faculty, staff, interns, and residents and faculty.	Selected information could be made available to UTIA personnel and posted on VetNet and UTIA intranet.
Department Newsletters	Quarterly	New and PR about the departments	Newsletters are distributed to CVM clients, referring practitioners, and friends and donors of the CVM	Copies of this newsletter could be placed on the appropriate departments internet pages with links to UTIA and CVM.
<b>TAES</b>				
Superintendents Meeting	Semi-annual or as needed	Station, engineer, and safety reports. Discussion on current issues, policies, & procedures. Distribute information.	Filtered distribution to each unit.	None
Supt/Dept. Head Meeting	Annual	Station/Dept Review and discussion of current issues.	Filtered distribution to each unit.  In EPP, minutes are distributed to all members of department by Dept. Head	None
Asst.&Assoc Dean/Dept Head Meeting	Bi-weekly	Discussion of experiment station topics	Filtered distribution to each unit.	None
VP/Dept Head Meeting	Monthly	Reporting by departments	Filtered distribution  In EPP, minutes are distributed to all members of department by Dept. Head	Q&A with questions coming thru dept. heads. Wider distribution of minutes.
Department Faculty Meetings (EPP)	Monthly	Dept. Head and faculty discuss departmental issues	Open to all faculty, including members in Jackson and Nashville by conference call; Minutes distributed to <u>all</u> members of Dept.	
Department Staff Meetings (EPP)	Semi-Annual	Dept. Head and research and clerical staff discuss		Increase the number of meetings

		departmental issues		
Internal Advisory Committee (EPP)	Every two weeks	Committee consists of elected and appointed faculty members and the office manager; provide advice to Dept. Head on departmental issues	Issues of importance are brought forward to departmental faculty meetings	
External Advisory Committee (EPP)	Annually	Review departmental programs (R, T, and E) and strategic plan	Recommendations on specific programs shared with PI, more general recommendations shared with all departmental members	

**General Comments**

There appears to be a great deal of communicating from the top down with a filter in the communication lines. I like the concept of a monthly (or some other timeframe) of communications directly from/with the Deans to/with faculty and staff.

Different department heads share different amounts of the VP' meeting with departments, whereas other heads nearly act like the meeting was not held with the deans and VP. Consequently, the grapevine feeds communications between faculty in different departments. Good, frequent, honest and open communications by the administration drastically reduces the use of and the value of the grapevine.