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BYU–HAWAII FACULTY AND ADMINISTRATION COMMUNICATION PLAN

BYU–Hawaii values an environment of openness and communication between the faculty and administration. Effective communication is important to coordinating activities and making initiatives throughout the university to bring diverse perspectives to bear on decision-making and problem solving. The university also recognizes that cultivating a culture of openness and communication requires careful planning and execution of strategies that more tightly integrated faculty and administration efforts to advance the mission of the university.

Individuals vary significantly in their need for communication and information. This makes it difficult to gauge the right amount of information to communicate. Accordingly, the university takes a dual approach: 1) to make information available so that faculty can obtain as much information as they desire and 2) to distribute information on a regular basis.

Communication Plan

The plan articulated below recognizes that all – administration, deans, department chairs, and faculty have a role to play. After consultation between faculty, department chairs, deans and the administration, the following strategies have been put into place to help us significantly improve our communication environment:

1. Annual one hour department meetings with the Academic Vice President, an Associate Academic Vice President, and the College Dean. The agenda for these meetings is set by the department, which may address the strategic plans of the department and their concerns or any other issues they wish to discuss with the administration. In conjunction with these meetings, the department may provide a tour of their physical facilities including department and faculty offices as well as labs and other physical facilities. These meetings are initiated by the department chairs and deans.
2. Availability of minutes from meetings of the Academic Council, the Curriculum Committee, and the Faculty Advisory Council (FAC). Also, availability of decisions from any of the university's academic councils or committees can be posted. One website should be created to manage both of these tasks by the administrative assistant for the Associate Academic Vice Presidents.
3. General faculty meeting will be held on the first Thursday at 11:00 a.m. three times per semester. One of these meetings will be devoted to Q&A with members of the Dean's Council.
4. The Faculty Advisory Committee will take a more active role in facilitating communication between the administration and the faculty, gathering and reporting faculty perspectives on key issues, and advancing key initiatives and proposals to assist the university in more effectively meeting its mission.