

# School of Education Staff Meeting Minutes

February 25, 2020

Present: See attached sign in sheet

- I. Mardi Gras Activity with Gabby Vougt
- II. Icebreaker
- III. Announcements/Notifications/Information
  - Building Report: Amy Williams  
Door Hangers for offices were discussed and will be distributed to all faculty/staff in Guyton Hall and Guyton Annex. The goal of this improvement ideas is to help assist the custodial staff.
  - Task Form Updates: Amy Williams  
One form has been submitted. Problem: Excessive posting of fliers throughout Guyton Hall and Guyton Annex. Solution: Fliers will only be allowed in clear frames throughout Guyton Hall and on personal bulletin boards outside faculty/staff offices. Fliers can also be displayed on the monitors throughout Guyton Hall by emailing this information to Andrew Abernathy or Amy Williams.
  - Recruitment update by Jacob Ferguson
- IV. Monetary Staff Only Award Discussion
  - Staff unanimously voted to support a Staff only monetary award and agreed a committee of staff members should be created to establish the award. The goal is to offer the award(s) at the SOE Awards Day on May 8. SOE Staff will email Kelli Coleman or Amy Williams if they are interested in serving on the committee
- V. Upcoming March 2020 Meeting activity: Driver Diagram

A **Driver Diagram** is a tool that helps to translate the work from the Fishbone Diagram—which defined the problem, contributing factors, and related causes—into a clearly articulated aim and goals to meet the aim.

The **Driver Diagram** takes the problem statement, transforms it into an overarching aim, and identifies ways to address the factors that might contribute to the problem.

Teams use the **Driver Diagram** to identify a logical set of smaller, more tangible goals and then select a specific action or change that might address these goals.

Staff will be divided into groups prior to the March meeting.
- VI. Upcoming Tentative Staff Meetings: Guyton Hall 115  
March 16, 2020    April 13, 2020    May 4, 2020

## Staff Meeting Sign In Sheet

		<sup>2/15/20</sup> <del>2/17/20</del>	3/16/20	4/13/20	5/4/20
Blake	Adams	<del>AD</del>			
Megan	Black	—			
Tori	Huckaby	excused			
Melissa	Leach	ML			
Kara	Parham	KP			
Holly	Coffey	excused			
Angie	Gurner	AG			
Sandra	Kyle	—			
Donna	Patterson	DP			
Clay	Pounds	CP			
Sandra	Carver	excused			
Billy	Crews	BC			
Chris	Dicus	CD			
Meredith	Sessums	MS			
Briana	Stewart	—			
Anna	Brantley	—			
Kim	Chrestman	excused			
Jacob	Ferguson	JF			
Justin	Mills	excused			
Michelle	Wallace	excused			
Dean	Rock				
Amy	Wells Dolan				
Kelli	Coleman				
Amy	Williams				