

Date: January 8th, 2019

To: Jonathan Eldridge

From: Carol Hernandez, Alexandra Magallanes-Rivera, Marco Gonzalez, Tom Hudgens, Beth Patel, Sadika Sulaiman Hara

Re: College Hour

The College Hour ad hoc task force has continued to meet to discuss the implementation of college hour for Fall 2019 and have come up with several recommendations and considerations.

Recommendation and Considerations

- The first Wednesday of each month should be a formal college hour for all-college meetings.
- Require FT faculty to participate/attend a certain number of events each semester.
- Appoint two IVC people to the ad hoc task force as college hour events should also occur at IVC.
- Appoint a COM employee to oversee the logistics of College Hour such as organization, communication etc.
- The task force recommends that we call it COMmunity Hour instead of College Hour.
- Create more student centered spaces i.e. coffee cart, corn hole, bocce ball.
- Develop a budget for college hour events such as Spring 2018 Teaser and the first official college hour Fall 2019 (1st Wednesday of September)
- COMmunity Hour should be a time for all college meetings, sharing outside of work accomplishments (for example a book publication), student events, workshops, music, food, department meetings, club meetings, and lunch with colleagues and students.
- Faculty and administrators should revisit how they schedule classes and consider scheduling classes M/W/F as an option.
- Research effective ways to communicate events to students.
- Create more outside seating via benches, tables, and chairs due to increased demand.
- Office Hours should not be held during college hour.
- Student services such as the Math Lab and Tutoring Center should remain open during college hour.