



Faculty Council Communications Committee (FC3)

Thursday, October 11, 2018

11:00 AM–1:00 PM

CU System (Pikes Peak Conference Room at 1800 Grant Street, Denver, CO 80203)

Zoom Videoconference

MEETING MINUTES

Attending: Carrie Makarewicz, Chair (UCD), Carmen Stavrositu Vice Chair (UCCS), Jenny Filipetti, Secretary (UCD), Neil Box (AMC), Rian Cheley (SYS), Jay Dedrick (SYS), Judy Scott (UCCS)

Action Items are highlighted on page 2.

Discussion Items:

1. Committee Corner Updates

- a. All committees are scheduled and due dates are reviewed. See [spreadsheet](#) for schedule.
- b. January: full feature on FC3
- c. October: Faculty Voices promotion

2. Faculty Voices Updates

- a. Link to the announcement: <https://connections.cu.edu/stories/faculty-invited-contribute-new-cu-connections-commentaries>
- b. One submission is received:
<https://drive.google.com/drive/folders/1oZFbD5BaYlgDra9ah6BXi8wpj0kWuCXc?ths=true>
- c. FC3 review process
 - i. For future: Carrie will notify the group when submissions are in the folder to be reviewed. Carrie will notify the submitter with BCC to FC3. She will create a submission log for tracking.
 - ii. For the current submission: comments should be made by October 18.
- d. Next steps to increase submissions
 - i. Each department can push the open call (Carrie to share language).
 - ii. We'll forgo an all-faculty message for now (Jay can talk with Ken about feasibility if desired down the road).
 - iii. Promote via the Faculty Assemblies.
 - iv. Rian can take stock of potential topics from individual members across the 7 committees of Faculty Council.
- e. Graphics are tabled.

3. Retirement Plans Survey & FC3 Communication Benefits Survey—potential overlap with our survey is tabled until more information comes from the retirement subcommittee.

4. Presidential Search—nothing for us to take on at the moment.

5. Communications Guide Brainstorm

- a. Types of information, coordination with the communication areas on campuses, format and updates, integration with Employee Services.

- b. There are similar resources/needs consistent across all campuses
 - i. Boulder Library, Census Data Center, OPE
 - ii. CU Faculty Handbook: <https://www.cu.edu/oa/faculty-affairs/faculty-handbook>
 - iii. New faculty orientation/professional development offices
- c. It could live on the Faculty Council Resources website or FC3 website. CU Connections Resources might be complicated, but it can easily be linked.
- d. It could be organized as an at-a-glance (by academic calendar), stages of faculty careers, etc.

Action Items:

- **Committee Corner: FC3**
 - Carrie to draft FC3 feature by 10/15
 - Committee to review next week (sign-off by the 19th)
 - Jay to review the 22nd/23rd.
- **Committee Corner Schedule**
 - Carrie to reach out to Personnel & Benefits regarding possibility of Faculty Voices article or February Committee Corner to get input from the system about bullying APS
 - Rian to ask about FC Executive Committee review
- **Faculty Voices**
 - Jay to follow up with Jon Arnold on submission recipients
 - Carrie to start a pitch log for tracking submissions
 - Carrie to share language for promotion
 - Carrie to promote with Denver and Boulder Faculty Assemblies
 - Neil to promote with Anschutz Faculty Assembly
 - Judy to promote with UCCS Faculty Assembly
 - Rian to develop a list of prospects for us to reach out to individual faculty and to start to remind committees during their meetings
 - Review the currently received submission by 10/18, Carrie to send response by 10/19
- **Communication Guide (future agenda items/to-do)**
 - Identify all existing guides (that are similar)
 - Create a draft table of contents
 - Contact Faculty Development/Orientation offices on each campus
 - Rian to list what is on the Faculty Council Resources website and add to Google Drive
 - Carrie to invite OPE's Dan Montez to a future meeting
 - Review the Communications Benefit Survey at the next meeting

Reminder: When reviewing/editing FC3 documents, use Google Suggesting mode.

Next meeting: November 8, 2018, from 11 a.m. to 1 p.m. in at CU System (Pikes Peak Conference Room, 1800 Grant Street, Denver, CO, 80203.