

Faculty Council Communications Committee Meeting (FC3)

Thursday, November 8, 2018

11:00 AM – 1:00 PM

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

MINUTES

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

Action Items are highlighted in yellow.

Discussion Items

1. **Committee Corner Update:** Schedule is set. EMAC has expressed interest in moving to February instead of November. They have drafted their article already so Carrie is going to follow up with them to see if that's what they still want.
2. **Communications Guide:** Planning for the new guide continues to move forward. FC3 brainstormed topics and then created a framework of categories.
 - a. **Inventory & Assignments:** FC3 members were assigned categories to research existing information. The research will be used as an inventory. The communication survey will be revisited after the inventory is completed so we can better evaluate the survey's scope and question-type.

View assignments:

<https://docs.google.com/spreadsheets/d/1kp157sSivaEd75fdVgtiNuMIIHxAe5A14RWcvfsTR3E/edit#gid=0>

- b. **Location:** The guide is still planned to be housed within the Faculty Council website. Some initial thoughts on layout: create dynamic filters and info tags, add short synopses for each category. Should there be a pdf version?

What are some examples from peer institutions?

<https://blink.ucsd.edu/HR/supervising/hiring/checklist-d.html>

<http://www.sandiego.edu/information-for/faculty.php>

c. Action Items:

- By the next meeting, each member will review their assignment and try to collect information for it. Use the [Google sheet](#).
- Carrie to invite OPE's Dan Montez to a future meeting this spring semester.
- Review the Communications Survey after the collection of information is completed.

- 3. Faculty Voices Update:** Nothing new to update given limited time on the meeting agenda. Carrie has to follow up with the submitter of the first pitch that we received earlier this semester. No other submissions have been received.

a. Action Items:

- Carrie will respond to 1st pitch with bcc to FC3 – ask to publish in January if we receive the draft in mid-December.
- Jay to follow up with Jon Arnold on submission recipients
- Carrie to start a pitch log
- Carrie to share language for promotion
- Carrie to promote at Denver and Boulder Faculty Assemblies
- Neil to promote at Anschutz Faculty Assembly
- Judy to promote at UCCS Faculty Assembly
- Rian to keep a running list of prospects from Faculty Council

- 4. Adjournment:** The meeting adjourned at 1 p.m.

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

Next meeting: December 13, 2018, from 11 a.m. to 1 p.m. in at CU System (Pikes Peak Conference Room, 1800 Grant Street, Denver, CO, 80203).