



**Faculty Council Communications Committee (FC3)
November 12, 2020, 11:00 AM – 1:00 PM
Zoom Video Conference**

MINUTES

Attending: Carmen Stavrositu (Chair, UCCS), Carrie Makarewicz (Vice-Chair, UCD), Judy Scott (Secretary, UCCS), Kathia Ibacache (UCB), Ashlyn Velte (UCB), Jonelle Henning (SYS, Faculty Council)

1. Approve October meeting minutes (APPROVED)

2. CU Connections – Faculty Voices, Committee Corner

- Faculty Voices:
 - Brenda Allen will be writing the next article.
 - Carmen reminded members to continue their invites to authors and update the Google Drive Faculty Voices Invitation list.
- Committee Corner:
 - Personnel and Women's committee requested different dates, changing the schedule. CREE is all set for November publication and LGBTQ+ is ready for December.

3. Publicizing Faculty Council Work

- FC Executive approved the newsletter and the creation of a webpage highlighting reports and resolutions. They also felt the social media idea would be time consuming and best to not pursue.
- Jonelle will help with newsletter and webpage logistics.

4. Newsletter Logistics

- Members established 3 touch points with faculty and considered Sept/Oct, January and May as options.
 - Two electronic newsletters
 - One hard copy summarizing Faculty Council's work and plans for the future. Joanne suggested this option, physical newsletters were sent to all faculty in previous years and it was well received.
- Electronic newsletter logistics discussion
 - Members reviewed [eComm email templates](#) and liked CU branded templates set 2 & 3.
 - It was noted that an initial email inviting faculty to subscribe to the newsletter is an option and faculty can unsubscribe at any point.
- Hard copy newsletter
 - The committee will have to create their own template format.

5. FC Home Page Redesign

- Jonelle presented the first draft of the Faculty Council home page redesign. Members suggested the following:
 - Create another page devoted to faculty news, this could also house the newsletter. 'Faculty News' could be a tile on the home page.
 - A landing page with a lot of content is encouraged, [CU Denver's architecture page](#) was shared as an example.

6. Faculty Guide

- Jonelle updated the committee on the [Faculty Guide website](#), committee identified items to work on:
 - Carrie and Ashlyn will group the landing page tiles in a logical order.
 - Members need to draft a faculty guide overview/summary for the landing page.
 - Jonelle will comment on the guide in the Google Drive, noting missing links and inconsistencies.

7. Diversity, equity, inclusion & FC3 with Dr. Brenda J Allen

- The committee shared the charge revisions with Dr. Allen, edits were added to the Google Drive document based on Brenda's recommendations.
- Dr. Allen also posed the question for the committee to consider for further revisions: Can you think of anything not the charge's list that you recommend adding?
- The subcommittee for charge revisions will continue to meet and Brenda offered to attend their meeting. Subcommittee includes:
 - Ashlyn Velte
 - Carrie Makarewicz
 - Judy Scott
 - Carmen Stavrositu

8. **Adjournment and Next Meeting:** The meeting adjourned at 1:02 p.m. The next meeting is December 10 from 11:00 AM to 1:00 PM via Zoom.