



**Faculty Council Communications Committee (FC3)
October 8, 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), Larry Cunningham (UCD), Chris Bell (UCCS), Cathy Beuten (SYS, University Relations), Jay Dedrick (SYS, University Relations), Ken McConnellogue (SYS, University Relations), Jonelle Henning (SYS, Faculty Council)

1. FC3 New Members

- Committee welcomed new member Ashlyn Velte from UCB.
- Carmen stated that she has contacted Anschutz Faculty Assembly requesting more Anschutz members.

2. CU Connections – Faculty Voices, Committee Corner

- Faculty Voices:
 - The committee reviewed and updated the invitation list of FV authors for the 2020-21 year.
 - The committee also reviewed the Call for Submissions current language. Members agreed to add language about providing wider dissemination (external) of the author's research piece, at the author's request.
- Committee Corner:
 - Executive committee article was published at the beginning of October.
 - Carmen reminded members to review their committee's article by October 15, submit their photos to be featured, and brainstorm ideas on a poll to include in the article.

3. Faculty Council Website

- Jonelle briefly shared the design draft of the website's homepage, the plan is to incorporate a carousel option with rotating Faculty Council updates.
- Members suggested adding the newsletter to the homepage once the newsletter is created.
- Carmen will contact Joanne about publicizing more Faculty Council work on the new website like resolutions and reports.

4. Faculty Handbook discussion with Michael Lightner and Maureen Durkin

- The Office of Academic Affairs has found that the Faculty Handbook does not receive much web traffic and have considered discontinuing it.
- 'Faculty Handbook' language could instead be used for the guide if the committee would rather use it.
- Mike reiterated the importance of effectively pointing to policies and keeping links active. Maureen suggested linking directly to the OPE website.

5. Communication Guide/Faculty Handbook

- Jonelle is currently working on the website version of the faculty guide and shared a preview of the main page.
- Carmen asked new members to provide any feedback they have on the guide.

6. Newsletter

- Carmen is contacting Joanne about Executive approval.
- The committee will need to decide on [an email template](#) for the newsletter.
- Members agreed on sending a newsletter once a semester.

7. Diversity, equity, inclusion & FC3

- A subcommittee was formed for revising the charge, the following members volunteered:
 - Ashlyn Velte (UCB)
 - Carrie Makarewicz (UCD)
 - Judy Scott (UCCS)
- Charge revision edits will be discussed at the November 12 meeting. Carmen reminded the committee to consider the following:
 - How DEI can be explicitly incorporated?
 - Think about who specifically the committee's stakeholders are
 - What type of communication is needed, the why, and how to make it inclusive?

8. Adjournment and Next Meeting: The meeting adjourned at 1:01 p.m. The next meeting is November 12 from 11:00 AM to 1:00 PM via Zoom.