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Faculty Council Communications Committee Meeting (FC3)
December 13, 2018
1800 Grant Street and Zoom Videoconference

MINUTES

<mark>Action items before 1/10 meeting</mark>

For all FC3 members:
- Brainstorm poll idea for our Committee Corner article related to FC3 work, Faculty Voices, etc.
- Read Lisa Forbes *Faculty Voices* piece
- Continue communications guide homework

For specific FC3 members:
- Jenny, Carmen, and Neil need to send Carrie a headshot photo
- Carrie
  - Draft our January Committee Corner article.
  - Reach out to Melinda Piket May (CU Boulder Engineering) about a Faculty Voices article on shared governance.
  - Check whether there's an existing FRPA/Digital Measures category we might be able to recommend for someone writing a *Faculty Voices* article.
- Carmen to contact UCCS Faculty Committee on Disability about writing a *Faculty Voices* article.
- Jenny to revise survey to more generalized form instead of benefits

Future Meeting Logistics:

1. Should we meet on 1/10/19? *Yes, an abbreviated hour-long meeting to focus on our January Committee Corner article.*
a. Dan Montez from OPE can attend on either 1/10 or 2/14?
<mark>*Carrie will respond requesting his attendance on 2/14*</mark>
2. Need to move March 14th meeting due to change in the CUFC March meeting to that date from 12p-3p. <mark>*To be decided via Doodle/When2Meet poll.*</mark>
.   9-11a or 10-12p that day?
a. First or 3rd thursday that month?

Faculty Voices

1. Update from Lisa Forbes: she will send it to us by the end of December
2. Letter to send to campus assembly presidents for distribution to campus faculty (Carrie sent to Carmen, Neil, and Kathia to send to faculty assembly presidents)
3. *Suggestion to reach out to specific faculty organizations, for example UCDALI on the CU Denver campus, other similar groups which discuss topics.*
4. *Direct asks*
a. *EMAC Committee*
b. *Someone who has been involved in shared governance for several years about how/when to get involved.* <mark>*Carrie to reach out to Melinda Piket May (CU Boulder Engineering) about an article.*</mark>
c. *Via Carrie's experience: are you as faculty prepared to teach/work with students with disabilities or experiencing crisis? Or also: as a system do we have enough infrastructure to support this?*

i.Should it be a system-level committee? Rian notes has arisen multiple times at Faculty Council via an external review of disability services at UCD.

ii.UCD Architecture students have designed a "Freedom by Design" student group.

iii.Carmen to contact UCCS Faculty Committee on Disability about writing a Faculty Voices article.

5. *Recognition*

. *Can we have a shared governance participation category on FRPA/Digital Measures? Carrie to check whether there's an existing category we might be able to recommend for someone writing a* <u>Faculty Voices</u> *article.*

a. *A physical certificate/letter for shared governance participation? Some feasibility concerns (added workload). But something so that colleagues etc. know and can recognize the meaning of this kind of commitment.*

b. *When we send the certificate, Cathy to ask whether they would like their supervisor to also be CC-ed.*

Committee Corner

1. Status update on other committees' articles, including photos and polls.
   No updates.
   If you'd like, send ZIP of your committee's headshots to Jenny (jenny.filipetti@ucdenver.edu) and she can compile into a group collage.

2. Our committee's January article: about development of the faculty guide
   1. Link to Survey on information needs, benefits questions (we have a draft)
      1. <u>Considerations for survey</u>
      2. Is there a need for the guide? Where are gaps in faculty knowledge?
      3. For specific kinds of resources, where do you currently look?
      4. To what extent do we need to break things down (system/campus/college/department or unit)? How to address in the guide the fact of what other resources exist at these different scales and where to find them. Should a new person start from department and work up or from the system and work down?
         1. Need for us to consider our guiding principles for the guide
         2. Side note: keep a page of the contacts or resources.
         3. Jenny: might it be more Roadmap than Guide? At least once we get more specific than the campus level.

i.<u>Action items</u>

1. **Jenny to revise the survey to a more generalized form instead of benefits prior to 1/10 meeting.**
2. During 1/10 meeting, finalize questions. Then a week for testing. *Judy and Carrie have people to test the survey.*

a. Group photo or headshot collage

.*Jenny, Carmen, and Neil need to send Carrie a photo*

b. Corresponding poll

.A committee corner poll - always have one with the committee corner article

i.*For us all prior to 1/10 meeting: brainstorm poll idea related to FC3 work*

c. *To run on January 31st*

Faculty Guide:

1. Communications' component

a. *CU Advocates* program at system-level (Michelle McKinney contact)
b. Most probably stays at the campus level (and may then be selectively distributed in other channels)
c. Cathy to investigate how we describe *Focus on Faculty* and Podcasts in the guide
  2. Updates on "homework" to find links
  3. Hiring an RA to help with assembling and confirming links
    . $500. At $20/hr would be about 25 hours. At $15, 33 hours. At $12, 42 hours.
a. Preferentially hire for graphic design with ability to design for web.
  4. Draft spring work plan steps for assembling and confirming the guide information, e.g. outreach to departments, designing the site, writing descriptions, launching the site, etc.
  5. Survey to faculty on communications and information to further inform the Guide
  6. Need to brand
  7. Establishing the maintenance schedule. How to keep this sustainable and of the same quality long-term?
    . Possible connection with OPE
a. Could this be a dictated responsibility long-term of this committee?
  i. Vote at Faculty Council that we add a responsibility to this committee that it updates the guide.
  ii. A possible concern: might it take away from other more pressing responsibilities.
  iii. Longterm, could this be at the system level?-- devotion of one person's part-time availability for website resource updates. ***Need for us in future to discuss what the exact support would look like, as first step to exploring the possibilities at this level. This feels like it most securely builds in the maintenance concerns. Rian and Carrie to discuss (possibly later also bringing in Joann. Even further out, perhaps also Michael Lightner).***
    8. ***Think about the level of information: is this a narrative and diagram of what they should know about or does it get into the weeds with lots of links***
      . *Mission/Guiding Principle: try not to go below the campus level with links*