

**Communication Committee Meeting
November 21, 2014
11:00 a.m. – 1:00 p.m.
Denver Conference Room**

Meeting Minutes

Attending: David Lyons, Ken McConnellogue, Mark Malone, Jay Dedrick, Cathy Beuten, Christina Martinez, Dana Brandorff, Melinda Piket-May, Andrea Hutchins, Emmy Broce

On the phone: Karin Rees

Approval of Minutes

Minutes of the October 17, 2015 meeting were approved as presented.

CU Connections Website Update

It was reported that the vendor updating the CU Connections website is running 4-6 weeks behind schedule. Ken McConnellogue indicated that he will keep the committee updated as more information becomes available.

Faculty Communications Plan

The committee unanimously approved the Faculty Communication Plan and discussed whether the plan should be forwarded to campus faculty assemblies.

Communication Inventory

The committee discussed the results of its informal survey on communications received by members over a two week period. Members noted that most of the emails received were from Colorado Springs and Anschutz. This inventory indicated that there was over-communication to faculty and staff and members suggested that technology could make communication become more efficient. Discussion ensued.

Committee members noted that it would be helpful to conduct a brief survey of staff and faculty to explore this issue further and agreed that endorsements from the Staff and Faculty Councils would incentivize faculty and staff to take the survey. Other incentives including a prize could be offered. The format of the survey as well as questions will be determined at a later date.

Adjournment

There being no other business, the meeting was adjourned at 1:00 pm. The next meeting will be on Friday, January 16, 2015 in the Denver conference room, 1800 Grant St, Denver, CO.