



**Faculty Council Communications Committee (FC3)  
September 9, 2021, 11:00 AM – 1:00 PM  
Zoom Video Conference**

**MINUTES**

**Attending:** Carmen Stavrositu (Chair, UCCS), Carrie Makarewicz (Vice-Chair, UCD), Kathia Ibacache (Secretary, UCB), Sharon Sables-Baus (AMC), Ashlyn Velte (UCB), Leilani Feliciano (UCCS), Jay Dedrick (SYS, University Relations), Jonelle Henning (SYS, Faculty Council)

**1. Approve May meeting minutes (APPROVED)**

**2. Faculty Council Newsletter**

- Committee decided to publish the newsletter in October. Co-Chairs, Carmen and Carrie, discussed potential newsletter topics with the committee.
  - Introduction message from FC Chair Mary Coussons-Read
  - Article on updates from the FC Executive committee
  - Article on website redesign
  - Diversity, Equity, & Inclusion Article(s)
    - Feature Dr. Allen's work in the past two years and invite committees to write about their work with Dr. Allen
    - Also feature past Chair Joanne Addison's work on DEI during her tenure
  - CU System
    - CWC Survey coming out in October
    - Presidential Search and keeping faculty informed
    - Potential updates on the Office of Digital Education with Mike Lightner – may need to wait till spring. There could be a 'Coming Soon' feature
  - Faculty Council Bylaws Committee article - also may need to wait till spring as they are still working through it
- Jonelle shared the newsletter template to present the general layout. She also shared the general layout of the webpage where full newsletter articles will be located.
- Carmen and Carrie will continue working on details and email the committee for review of articles.
- It was stated there generally can be a three-day delay before the newsletter is sent out.

**3. Faculty Guide Updates**

- It was reported that there were 372 page views from CU Connections September 2 publication.
- Since the guide was published in late April, there have been 517 views on the website for Faculty Guide via Google Analytics.
- The co-chairs stated that the Guide will need review on the links every year, and to complete a review every fall.
- Jonelle will create a new Google Doc on the guide where members from their respective campuses can review and make sure the links are still active.



- The co-Chairs recommended members to add new categories they find would be helpful such as Covid information per campus.

#### **4. Faculty Council Website Redesign**

- Jonelle reviewed the user research feedback that was conducted in late May.
- Testing on the new navigation bar is now underway, Jonelle shared the testing link with the committee. Based on the results, she will be able to determine if there needs to be changes to the setup.
- Jonelle will then be conducting user testing on a prototype which will be sent out to Faculty Council and committees.
- Faculty Guide will be replacing the Resource section on the current website, Jonelle has reviewed which pages are on the guide and which ones should be added. Those will be added to the Guide Google Doc for addition considerations.

#### **5. CU Connections – Committee Corner**

- Committee Chairs will receive an email about CU Connections schedule for the year.
- Reminders will be sent out the week before a committee's article is due, the Co-Chairs requested that members help with these reminders. Members asked for a template email to include.
- It was recommended to request high resolution headshots.

#### **6. CU Connections – Faculty Voices**

- The Google doc outlining possibilities for Faculty Voices articles for 2021-22 was shared with the committee, the co-chairs encouraged members to add potential authors and topics.

#### **7. CU Presidential Search**

- The committee discussed their role in the presidential search with Chair Mary Coussons-Read.
- It was recommended that as information is presented and shared, it may be good opportunity to be redundant and over communicate so that faculty can share their input. Language recommendation: "Reminder, this is how this decision is made, but here's how faculty can contribute."