



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Faculty Council
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Faculty Council Communications Committee Meeting
Thursday, December 18th, 2025
9 a.m. - 11 a.m.
Zoom Video Conference
MINUTES

Attending: Laura Eurich (Co-Chair, UCCS), Elizabeth Novosel (Co-Chair, UCB), Hayley Blackburn (UCCS), Michael Hanson (UCD)

Call to order – Introductions

- Our SharePoint Folder: [Faculty Council - Communications Documents - FC Communications Committee \(FC3\) - All Documents](#)

Committee Vacancies:

- 2 vacancies: CU Anschutz
- 1 vacancy, CU Denver

1. Purpose and Scope of the Communications Committee

- The committee discussed its evolving role and scope, particularly around how best to communicate Faculty Council activity to the broader faculty community.
- Members acknowledged that traditional meeting minutes are lengthy, difficult to read, and often not timely due to the required approval process.

2. Faculty Council Meeting Summaries

- Discussion focused on whether the Communications Committee should provide brief, high-level summaries of Faculty Council meetings to fill the information gap between meetings and the publication of approved minutes (which can take up to a month).
- Questions were raised about:
 - Who would be responsible for creating summaries
 - Whether summaries should be based on notes, transcripts, or agenda items
 - Concerns about releasing information prior to formal approval of minutes
- It was noted that a committee chair or representative is always present at Faculty Council meetings, making high-level reporting feasible.
- The group agreed not to formally promise summaries at this time.
- Instead, the committee will experiment with short, high-level highlights (e.g., 1–2 sentence summaries aligned with agenda items) and assess feasibility and usefulness.
- Summaries should remain very high level, focusing on topics discussed and outcomes (e.g., resolutions passed or not passed), without detailed deliberation.

3. Use of Blog and Interim Communications

- The committee discussed using the Faculty Council blog to post interim updates or highlights while waiting for official minutes.
- Possible formats included:
 - Reposting the agenda with brief highlights
 - Posting short addenda or standalone summary posts
- Emphasis was placed on avoiding overpromising and ensuring sustainability.

4. Strategic Plan Communications

- Members noted that recent strategic plan communications had issues (e.g., emails going to spam or appearing suspicious).
- It was agreed that this type of contextual information can be communicated informally at a high level and does not require detailed documentation in minutes.

5. Blog Posting Workflow and Faculty Input

- Clarification was provided that faculty feedback or input on system-level issues should be routed through campus Faculty Assembly Chairs, allowing for consolidated campus responses.
- The group agreed that:
 - Blog-related ideas or time-sensitive items should be communicated via email between meetings.
 - Not all blog content needs to wait for monthly meetings if consensus can be reached electronically.

6. Draft Communication Review

- Hayley Blackburn shared a draft communication/newsletter-style document outlining proposed changes to communications practices.
- Members agreed to review the draft more closely offline and provide feedback via email.

7. Next Steps / Action Items

- Communications Committee
 - Pilot short, high-level Faculty Council meeting highlights on a trial basis.
 - Continue refining the committee's scope and communication practices.
- Elizabeth Novosel
 - Reach out to Jay D. to explore participation in a future meeting.
- All Members
 - Review draft communication document and provide feedback via email.
 - Share blog post ideas or urgent communication needs via email between meetings.

8. Adjournment

Next Meeting: December 18th, 2025 @ 9 am