

Date/Time: Wednesday, December 4th, 2024 from 9:00 - 10:00am

Location: [ZOOM Link](#)

- **Old Business**

- Review proposed process for raising faculty concerns
 - Karyn reviewed options for a possible process
 - Suggestion to communicate through representatives and unit minutes
 - Make FC updates a standard item in our unit minutes
 - Communicate in meeting you are available for faculty to provide concerns or questions
 - Suggestion to link to a form on the agenda or minutes send out (or both)
 - Need to have an anonymous option
 - Suggestion to add the CMS form link to the website
 - Add chairs to the CMS form and chairs will add the feedback to the meeting agenda
 - Items the form should include:
 - Make sure it “closes the loop,” needs to be follow-up
 - Type of concern or opportunity, nature of the entry
 - Space for narrative
 - What might the faculty like to be seen done
 - Space for email if they want to be contacted (but can leave empty to remain anonymous)
 - Question about how this process is done in UAS/ECS
 - Three faculty needed to bring something to the meeting
 - Question about whether CECI should mirror this process as our suggested process seems more proactive
 - General feedback was that it should be more proactive, but still an easy process at the college level
 - Noted that it needs to be clear what kind of concerns or opportunities should be sent to FC
 - Question about what would happen if something was reported and it was an issue for the Dean’s office or a college committee and not FC
 - Concern about the feedback loop
 - Suggestion to set up an appointment with the FC chair in these cases
 - Noted there is a need for guidelines to oversee university and college committees

- Question about whether it is FC's charge or oversee university committee representation
 - Noted that it is in our charge to hold elections and to find representation if a space has been left, but uncertain if it is FC job to hold representatives accountable
 - Noted that we need a suggested process for this when issues arise
 - Terry offered to attempt to draft a process
 - What does closing the loop look like
 - Review proposed communication plan between FC and standing CECI committees, UAS, and Dean's Office
 - Tabled for January
 - Reminder: liaison emails for slideshow for end of the semester updates:
 - Liaison emails Updated [Committee Liaison list](#)
 - Please ask committee reps to send in an end of the semester update for the slideshow and have it updated before leaving for Winter break
- **New Business**
- **Future Meetings**
 - Suggested Winter 2025 Committee Meeting Dates (if continuing to meet 3rd Wednesday of the month)
 - January 15th 9-10AM
 - February 19th 9-10AM
 - March 19th 9-10AM
 - April 16th 9-10AM