

# Faculty Executive Committee

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Minutes, March 28<sup>th</sup> 2019, 3-4pm

Present: Katie Hauser (chair), Kendrah Murphy (scribe), Juan Navea, Casey Schofield, Sue Blair, Idalia Sepulveda, Jon Volks

1. FEC met with Sue, Idalia, and Jon to discuss how to consolidate all of the information about committees, and how to keep that info up to date
  - a. There are currently two websites that contain redundant (in some cases different) info about committees – one is updated by Idalia (governance), one is updated by Sue Blair (governance and other committees, working groups, etc)
  - b. We need to keep a better online record of who is on each committee – suggestions include: a document that all committee chairs have access to (and the chairs would be responsible for updating the list); or FEC keeps a record (but FEC would have to compile info about non-governance committees, which is outside of FEC's purview)
  - c. General agreement that having a single website with all of the info would be best. The website would list all of the committees, then each committee would have a link to its own page with e.g. function, list of committee members (each page would look similar). Additional links from there would take one to any additional sites/forms/etc that pertain to the committee (e.g. CEPP currently has its own website, so there would be a link to that site). Jon will come up with a template. We could have mandatory training for committee chairs so that they are able to change membership and function on the website as needed (abbreviated training just for this would be set up by Communications).
  - d. FEC plans to present these ideas to faculty at a faculty meeting. The plan is to demo the issues with current set up (multiple descriptions on multiple websites) and show a template for a new website. FEC may discuss this with committee chairs at the spring C. of C. meeting first, before bringing the proposed changes to the faculty.