

Plan to Enhance University Communications December 14, 2004

The Faculty Council Committee on University Communications met with President ad Interim Aram Chobanian, Provost ad Interim David Campbell, and Provost ad Interim Thomas Moore on December 14, 2004. The purpose of the meeting was to review progress on the Memo of Understanding on Communications of February 10, 2004 and the recommendations of the FAFC Committee on Communications of December 7, 2004, as approved by the FAFC Executive Committee and reviewed at Council. The Committee members present included Professors Barbara Millen (Chair), Tobe Berkovitz, James Iffland and Deborah Vaughan; Faculty Council Chair, Roscoe Giles, also attended. Other members of the Committee include: Theo deWinter and Herb Voigt.

The following summarizes the points and action plans agreed upon at the meeting and serves as a revised Plan to Enhance University Communications. The report is structured to reflect the previously-defined key areas of communication within the University.

FAFC Communications with the University Board of Trustees

FAFC will communicate accomplishments to the faculty-at-large:

- The Board elected the FAFC Chair to ex-officio Board membership; university by-laws were changed accordingly.
- The FAFC Survey on Excellence was distributed to the Board of Trustees' consultant on governance.
- FAFC will prepare and circulate a summary of the Fall 2004 Board members' presentation at Council.
- The Administration will communicate FAFC interest in an annual Fall Board member presentation at Faculty Council and, in order to enhance communications with faculty, a Spring informational meeting of Board representatives with the Communications Committee.
- The President's office will provide details on changes in the University's Conflict of Interest policies, Code of Ethics, University Hiring Policies, and other Board reforms for circulation to the faculty-at-large when they are finalized and prior to public release.
- President Chobanian indicated that the establishment of a Faculty Club is under consideration and is a prime topic for the new President to consider.

FAFC Communication with University Administration

FAFC will communicate accomplishments to the faculty-at-large:

- The University will participate in the AAUP salary survey.
- The Administration will facilitate transfer to FAFC information and materials from each College/School By-Laws, Guidelines, and accreditation reports. These will be posted on the FAFC website.

- On-Line elections of FAFC representatives are now technically feasible and encouraged by the Administration. Procedures will be developed by FAFC.
- The FAFC Survey on Excellence was discussed at the Council of Deans and was viewed as a central focus of ongoing communications between FAFC and Administration. The Provosts will review the report and prepare a plan for implementing the survey's recommendations on each campus. Follow-up with the Communications Committee was encouraged by each Provost.
- The School of Dental Medicine's Faculty Development and Advocacy model was discussed at the Council of Deans. The Provosts will review the model and prepare a plan for implementing it on each campus. The design of a model for the advocacy component of Faculty Development was considered a priority. The Provosts noted that there might be a need to modify the protocols to reflect differences among the Schools and Colleges.
- FAFC will disseminate to the faculty-at-large information on the role, responsibility, and resources available through the Faculty-Staff Assistance Program and the FAFC Faculty Advisory Committee.
- FAFC Communications committee will refer the topic of who serves as Chair of the Faculty Assembly meeting to the FAFC Governance Committee.
- FAFC will invite Dr. Mark Klempner, Asst. Provost for Research, to discuss the NEIDL and BUMC research development activities.
- The Provosts will review and revise, as needed, the Stage 1 and 2 Curriculum/Program Review process at both campuses and clarify the responsibilities and expectations of FAFC in advance of Provost actions on these proposals.
- The Communications Committee's 2004-5 Memo of Understanding will be presented to the Deans at an upcoming meeting.

Historically, the FAFC Chair met regularly with the Charles River Provost's office. The FAFC Communications Committee has initiated periodic meetings with the President and Provosts of both campuses. There was discussion of the formal continuation of these meetings.

FAFC-Faculty Communications

FAFC will communicate accomplishments to the faculty-at-large:

- FAFC direct email communications with faculty have been facilitated. The Administration will review the accuracy of faculty email listings and update them as needed.
- The Administration supports password-protected faculty discussion of university issues. FAFC standing committees will implement on-line discussions related to issues and activities and the FAFC Executive Committee will provide oversight.
- The Administration will facilitate formal and regular presentations by FAFC representatives at School/College faculty meetings as well as direct email communications between FAFC representatives and their faculty.
- FAFC will implement a faculty development program for elected FAFC members to standardize reporting on Council meetings and other communications.

- The Administration will consider committing new resources to FAFC for Council representative development activities.
- FAFC will circulate a summary of the Fall 2004 Faculty Assembly meeting. The Administration facilitated this process by transferring the meeting tapes to FAFC.
- FAFC will communicate changes in UPT procedures and faculty/staff hiring policies. The administration will clarify these changes with FAFC.

FAFC External Communications

- FAFC will prepare for approval by the Administration a number of budget enhancements to support faculty representative development as well as print and electronic communications, including the expansion of the Faculty Council's web-based activities. A priority is an increase in the budget for additional administrative support to the Office of University Faculty Governance.

FAFC will consider formal external reporting of Survey on Excellence.