



## **Communications Advisory Committee (CAC)**

Meeting Date: 11/3/22

Time: 9:00am

Location: Zoom

### **Agenda Items**

Introductions (10 minutes)

Review the charge (15 minutes)

Discuss the VP for Communications changes (10 minutes)

Solicit needs from the VPO office (5 minutes)

Highlight action items for next meeting (5 minutes)

Matters arising (5 minutes)

### 2022-2023 Charge

1. Advise the new university administration on how to effectively communicate with faculty members.
2. Assess the communication needs of faculty and communicate those to the administration, including topics, methods, and channels.
3. Consider the best practices to ensure and facilitate fairness, equity, and inclusion in university communications.
4. Discuss the university's decision-making process for communications related to controversial and/or sensitive issues.
5. Address other issues brought forward by the committee members and deemed important for the committee to discuss with the VP for Communications.