Rationale: The UFOC has recently completed a thorough and comprehensive report on faculty governance at UMW and made recommendations for improving our structures and processes. Communication across and between faculty governance groups has been identified as a candidate for significant improvement at UMW. Specifically, the UFOC made the following recommendations regarding Communications:

1. Advanced access to agenda items/reports.  UFC posts an agenda one week prior to its meetings, which is shared with the entire campus community via email.  Some reports and business items are still in development during this week.  A renewed commitment to having all materials available for review and discussion amongst UFC members as well as their constituents *at least a week prior* to UFC meetings would be beneficial.  Additionally, the email could remind recipients to discuss agenda items with their UFC representatives prior to the meeting.  This reminder could also be issued by the *ex officio* UFC CAS Chairs Representative during CAS Chairs meetings.
2. Circulation of UFC minutes.  In addition to maintaining a digital archive on the UFC website, the UFC Secretary could directly email draft minutes to the entire campus community within one week of a UFC meeting.
3. Clearer protocols about communication expectations between UFC members and constituents.  In COE and COB, the Faculty Council meets as a whole to receive updates from UFC representatives and offer perspectives for the representatives to take back to UFC.  In CAS, this structure involves division representatives without clear expectations about communication responsibilities.  UFOC recommends that CAS Faculty Council devise a plan for communication (i.e., could each representative communicate with specific departments before/after each UFC meeting?).  UFOC maintains an email list by division for distributing ballots that could be shared with CAS UFC members to facilitate communication with their specific constituents.  In addition, reminders about communication expectations could be added to the UFC Organizational meeting in August.
4. Additional feedback on methods to streamline communication should be solicited from members of the campus community.

Motion: The UFC Chair (Dr. Rachel Graefe-Anderson) proposes the creation of a document, to be housed and maintained on the UFC website, containing documentation of faculty governance communication protocols and procedures. The UFC Chair volunteers to draft the first edition of proposed documentation.