Call to Order:
The meeting was called to order at 3:00 PM on Nov. 9, 2010 in Tate 202.


Absent: Michael Skinner.


Agenda:
Consideration of proposals from both last year’s FETC and the Provost about reforming the naming and usage of the various CofC mailing lists like faculty@cofc.edu.

Approve changes to bylaws.

Approve minutes.

Actions taken:
• Changes to bylaws approved. Will be presented to Senate for approval.

Discussion:
• The Academic Department Information Technology Representative (ADITR) will no longer be necessary given the purview of the FETC.

• The remainder of the discussion concerned possible changes to the current listserv. The problems with the current listserv: time lost reading emails on FACULTYANDSTAFF with content that should be on EVENTS, OPENDISCUSSION, CLASSIFIEDADS.

• Bob Podolsky: rename listservs to make changes obvious; add footer with guidelines; automatic subscriptions to select listservs
Bev Diamond: opt-out current exists on listservs; listservs need to be moderated, but who would moderate them; faculty needs to buy into notion

Bob Cape: stress that faculty/staff need to be educated on replying to individual, not entire list;

Bev: set up default reply list; still would be unable to prevent new threads

Possible remedies discussed that do not involve moving to a web-based resource

- self-policing of FACULTYANDSTAFF among faculty and staff. This would be to encourage replying to the poster alone when a post is inappropriate.
- the use of a moderator
- blocking the ability to use “reply all” to reach the listserv
- offering a COFCDISCUSSION listserv rather than OPENDISCUSSION

Presentation of a web-based “portal” rather than email-based option.
Its features:
- can post from email
- must verify as an active member of CofC
- no anonymous postings
- will not replace mandatory administrative listservs
- can capture mistaken “reply alls” to remaining listservs
- users can see the history of posts without searching

Advantages:
- Replies kept together by threads
- Ability to view archives
- User in charge of display
- E-mail notifications on specific threads
- Embed files (stored on server in one location rather than multiple)
- Opportunity to go back and edit mistakes (or delete post) vs. sending a whole new email to whole group
- Move and copy threads, move content from inappropriate section to appropriate section
- Tagging feature, searchable metadata that searches 1 or multiple forums, private messaging
- RSS feeds to create channels within college portal, such as with CLASSIFIEDADS, targeted messaging
- Can have all posts emailed to you by group
• For the remaining version of FACULTYANDSTAFF listserv, discussion of whether Chairs and Administrative Assistants could work as gatekeepers of posts from Department members.

• A proposed change: three listservs (EVENTS, SPORTS, CLASSIFIED ADS) to become “forums” on a web-based system. This was to be taken by the FETC representatives back to their departments for consideration.

**Actions taken:**

• Minutes approved.

4:00 -- Meeting Adjourned

Next meeting: 2 pm, Tate 202, December 7, 2010