

## Guide to communication for PG committee faculty members

As a faculty representative on a Participatory Governance (PG) committee, you represent ALL faculty. And the organization on campus that selects faculty representatives is the Academic Senate.

Communication needs to flow from you as the faculty representative to the Academic Senate, which in turn when needed, will get the information to their departments, and if needed will return feedback from their departments, to the Senate, to you to take back to your committee.

Sometimes it might just be a “heads up” information item to share with the Academic Senate versus the whole constituency feedback loop.

Here are some suggestions for improving this communication.

1. Consult with your fellow committee faculty reps and determine which one of you will be the key communicator with the Academic Senate.
2. Because agendas and minutes will be posted online for your committee, perhaps sum up the meeting from a faculty perspective and communicate that with the Academic Senate (either an officer or the AS president) via email as soon as possible after committee meeting.
3. If there is a need for faculty input for a committee decision, then submit your need to the Academic Senate president ASAP so she may add it as an agenda item for the next senate meeting. Please include a timeline for the return feedback to your committee.
4. If you feel an issue or feedback needed might benefit from a meeting with the AS President or all the senate officers, the Senate Officer Committee (SOC) meets weekly and could add you to their agenda for the next meeting which might be sooner than a senate meeting.

If faculty reps get “in the habit” of regular communication with the Academic Senate, whether just a note on their faculty perspective of the PG committee meeting, or with a need for faculty constituency feedback, most likely communication overall will improve and all faculty can feel confident that they are aware about issues that arise in PG committees.