

# Everything you ever wanted to know about the FCCC Listserv

## What is a Listserv?

A listserv is a communication tool that offers its members the opportunity to post questions or other information to a large number of people at the same time. When you submit a question or something that you want to share to the listserv, your submission is distributed to all of the other people on that list. It is intended to provide a medium for rapid exchange of information and discussion of professional issues among delegates, alternates, governance leaders, FCCC liaisons, the executive committee, and FCCC committee members.

## How many FCCC Listservs are there?

There are eight FCCC listservs as follows:

Listsrv name	Listsrv address	Membership
FCCC	fccc@ls.suny.edu	All delegates and alternates of the FCCC
FCCCexec2	fcccexec2@ls.suny.edu	Executive Committee members
FCCCaa	fccc aa@ls.suny.edu	Academic Affairs Committee members
FCCCrel	fccc rel@ls.suny.edu	Community College Relations Committee members
FCCCGov	fccc gov@ls.suny.edu	Governance Committee members
FCCCstu	fccc stu@ls.suny.edu	Student Life Committee members
CCgov	cc gov@ls.suny.edu	Community College Governance leaders, Governance Committee Members
FCCCliaisons	fccc liaisons@ls.suny.edu	Official liaisons to the FCCC

You may be a member of more than one listserv depending on your role in the FCCC.

## How do I post a message to a listserv?

Use your email program to create a new message. In the TO box, type the address for the listserv. For example, if you want to send a message to the main FCCC listserv, type: [fccc@ls.suny.edu](mailto:fccc@ls.suny.edu) in the TO box.

You can only send a message using the email address that is associated with the listserv. For the purpose of the FCCC listserv, your associated email address is your official college email address.

Only members of a listserv can post or reply to messages on a listserv. (See listserv membership list)

If you are starting a new thread of discussion, you should always start a new message rather than replying to an unrelated message.

## How do I reply to a posted message on the listserv?

To reply to a message that another member has posted, select the message and then REPLY. By doing this you will reply to ALL of the members of the list. Everyone who is subscribed to the list will see your message.

## How do I reply to just the sender of a message on the listserv?

To reply just to the sender of a message, you will need to create a NEW message. Copy the sender's email address from the original message and paste it into the TO box of a new message. You can also right-click on the sender's name in the header of the email message and select SEND MAIL from the drop down menu.

You should reply to the sender if you do not want or need the entire list membership to see your message. The listserv should not be used for private communications between individual members.

## How do I know who is on each listserv?

See the listserv membership list for specifics but see the listserv descriptions above for a general description of the membership. In addition, the FCCC President and Information Officer are members of all lists. The FCCC Office Secretary is a member of all lists except the fcccexec2 (Executive Committee) list.

### **How should I use the listserv?**

The FCCC listservs should be used for discussion of issues related to mission of the Faculty Council of Community College.

For general discussions and information, use the main FCCC listserv ([fccc@ls.suny.edu](mailto:fccc@ls.suny.edu))

For committee discussions and information, use the specific committee listservs

- Academic Affairs ([fcccaa@ls.suny.edu](mailto:fcccaa@ls.suny.edu))
- Community College Relations ([fcccrl@ls.suny.edu](mailto:fcccrel@ls.suny.edu))
- Governance ([fcccgov@ls.suny.edu](mailto:fcccgov@ls.suny.edu))
- Student Life ([fcccstu@ls.suny.edu](mailto:fcccstu@ls.suny.edu))

The FCCC Executive Committee uses [fcccexec2@ls.suny.edu](mailto:fcccexec2@ls.suny.edu) for its discussion of FCCC business.

The Liaisons listserv ([fccc Liaisons@ls.suny.edu](mailto:fcccliaisons@ls.suny.edu)) is used by the FCCC liaisons and committee chairs for discussions.

For discussions among the Community College Governance Leaders, use [ccgov@ls.suny.edu](mailto:ccgov@ls.suny.edu) listserv.  
*In all cases, discussion of union business and issues is not an appropriate use of the FCCC listservs.*

### **What is the procedure for using the listserv for surveying the FCCC membership about an issue?**

As a means for streamlining the process and to expedite the collection of data, the FCCC will be using the Survey Monkey web service for this purpose. If you have an issue about which you would like to obtain feedback from the FCCC membership, please follow these procedures:

1. Identify the issue for which you want gather feedback. Write up the questions you would like to ask.
2. Send an email to the Information Officer - Ann Catalano ([catalano@niagaracc.suny.edu](mailto:catalano@niagaracc.suny.edu)) with the issue, a list of questions, and the listserv on which to post the survey.
3. Ann will create the survey in Survey Monkey and then send an email to the members of the listserv with the link to the survey.
4. At the point when you want the data gathered in the survey, contact Ann. She will download the data and email an excel spreadsheet to you so that you can analyze the data.
5. If you wish to share the results, you can post the results to the listserv once you have analyzed the information you received.
6. If you send the results to Ann, she will also post them to the website so that the membership can access the results in the future.

### **What are some tips for successful using the listserv?**

- Use the subject line in your e-mail message. Make sure the title is clear, concise and descriptive.
- Keep your questions and comments relevant to the focus of the listserv.
- Never forward jokes, chain letters or other non-related messages.
- Sign your full name at the bottom of your posting and include your affiliation, mailing address, phone, fax, and e-mail address.
- In your mail program, create a folder for each FCCC listserv to which you are subscribed and have all listserv email redirected to that folder. This will keep your FCCC listserv email separate from your regular email.

### **Who should I contact regarding the use of the listserv?**

If you have questions about using any of the FCCC listservs -- including requests for removing or adding your name to a specific listserv -- contact the FCCC Information Officer:

**Ann Catalano**

**[catalano@niagaracc.suny.edu](mailto:catalano@niagaracc.suny.edu)**