Everything you ever wanted to know about the FCCC Listservs

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. The FCCC listservs are intended to provide a medium for the rapid exchange of information among delegates, alternates, governance leaders, the executive committee, FCCC committee members, campus curriculum chairs, campus emerging educational initiatives committees and other community college faculty.

How many FCCC Listservs are there?
There are twelve FCCC listservs as follows:

<table>
<thead>
<tr>
<th>Listserv name</th>
<th>Listserv address</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>fccc</td>
<td><a href="mailto:fccc@ls.suny.edu">fccc@ls.suny.edu</a></td>
<td>All delegates, alternates, and Officers of the FCCC, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccexec2</td>
<td><a href="mailto:fccexec2@ls.suny.edu">fccexec2@ls.suny.edu</a></td>
<td>Executive Committee members</td>
</tr>
<tr>
<td>ccgov</td>
<td><a href="mailto:ccgov@ls.suny.edu">ccgov@ls.suny.edu</a></td>
<td>Community College Governance leaders, Governance Committee Chair and Vice-Chair, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccaa</td>
<td><a href="mailto:fccaa@ls.suny.edu">fccaa@ls.suny.edu</a></td>
<td>Academic and Student Affairs Committee members, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccrel</td>
<td><a href="mailto:fccrel@ls.suny.edu">fccrel@ls.suny.edu</a></td>
<td>Awards Committee members, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccgov</td>
<td><a href="mailto:fccgov@ls.suny.edu">fccgov@ls.suny.edu</a></td>
<td>Governance Committee members, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fcceic</td>
<td><a href="mailto:fcceic@ls.suny.edu">fcceic@ls.suny.edu</a></td>
<td>Education Initiatives Committee members, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fcccom</td>
<td><a href="mailto:fcccom@ls.suny.edu">fcccom@ls.suny.edu</a></td>
<td>Communication and Professional Development Committee members, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccc_meet</td>
<td><a href="mailto:fccc_meet@ls.suny.edu">fccc_meet@ls.suny.edu</a></td>
<td>Meetings listserv used to communicate with a group of FCCC members attending a specific meeting such as the Committee Planning meetings.</td>
</tr>
<tr>
<td>fcc_currchair</td>
<td><a href="mailto:fcc_currchair@ls.suny.edu">fcc_currchair@ls.suny.edu</a></td>
<td>Campus Curriculum Chairpersons (Faculty), FCCC President, FCCC Vice-President, FCCC Information Officer, Communication/Professional Development Committee, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccc_eecic</td>
<td><a href="mailto:fccc_eecic@ls.suny.edu">fccc_eecic@ls.suny.edu</a></td>
<td>Campus Emerging Educational Committee Initiatives Chairs, Other local campus individuals involved in emerging educational issues, FCCC Educational Initiatives Committee Chair and Vice-Chair, FCCC President, FCCC Vice-President, FCCC Information Officer, FCCC Office Secretary</td>
</tr>
<tr>
<td>fccc_cccouncil</td>
<td><a href="mailto:fccc_cccouncil@ls.suny.edu">fccc_cccouncil@ls.suny.edu</a></td>
<td>Faculty members of the regional Community College Councils, FCCC President, FCCC Vice-President, FCCC Information Officer, Communication and Professional Development Committee Chair, Governance Chair</td>
</tr>
</tbody>
</table>
You may be a member of more than one listserv depending on your role in the FCCC.

Please Note: If you set up an automated reply in your campus email, mail from the FCCC listservs may be bounced.

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

Use your college email program to create a new message. In the **TO** field, 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` in the **TO** field of your email program.

You can only send a message using the email address that is associated with the listserv. For the purpose of the FCCC listservs, your associated email address is your official college email address. (In other words, you can’t communicate to the listserv from your home email address).

Only members of a listserv can post or reply to messages on a listserv.

*Discussion of union issues is not an appropriate use of either the FCCC listservs or Blackboard.*

**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, either select **Reply** or **New**. Copy the sender's email address from the original message and paste it into the **TO** field of the reply or new message.

Depending on your email program, you may be able to 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 only if you do not want or need the entire list membership to see your reply message. The listserv should not be used for private communications between individual members.

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

The listserv descriptions above provide a general description of the membership. The FCCC Office Secretary is a member of all lists except the `fccceexec2` (Executive Committee) list.

**Can I use an FCCC Listserv to conduct a survey?**

If you would like to gather responses to just a few questions (four or less), you can post the questions to the appropriate listserv. Once you have gathered all of the responses, you should compile the results (in a spreadsheet or word document) and post them to the listserv. This will provide everyone with a summary of the initial survey. These results will then be posted in Blackboard for future reference.

If you would like to conduct a more complex survey, contact the FCCC Information Officer (ann.catalano@suny.edu) to create and distribute a survey through Survey Monkey or Google Survey.

**What are some tips for successful use of the listserv?**

- Use the FCCC Listserv to contact all FCCC members, or members of a specific group within the FCCC, when you want to quickly disseminate information or obtain a quick response to a question.
• Use the subject line in your e-mail message. Make sure the title is clear, concise and descriptive.
• Start a new email for each new subject. **DO NOT reply to a previous unrelated email and pose a new question.** This generally halts discussion on the original question.
• 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.
• Do not create an auto response message for your campus email. This tends to block the delivery of email from the FCCC listservs.

**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:

**Sean Simpson**
sean.simpson@suny.edu