

Communications Committee Report
January 2006

MEMBERSHIP

Committee Chair: Maggie Kubak

Committee members: Amy Greeley, Morgan Kinross-Wright, Barb LaPorte, Paul Timmins

PURPOSE

--Internal Communications: to keep CDN members and appropriate interested parties informed about CDN activities, policies, changes, etc.

--External Communications: to keep the University community informed about CDN's work, accomplishments, needs and services.

ACCOMPLISHMENTS

1. Identified strategies to foster internal communications.
2. Identified strategies to foster external communications.

GOALS

Implement strategies to foster internal communications:

1. Create an "Introduction to CDN" piece to be shared for educational or recruitment purposes. (IN PROGRESS)
2. Incorporate committee updates into CDN meetings, biannually.(DONE)
3. Review and update CDN listserv. (IN PROGRESS)
4. Evaluate, update and improve CDN website:
 - Work with Becky to fix password protection issues
 - Add "Committee" links (meeting minutes and reports) (DONE)
 - Add "archive" for business documents

Implement strategies to foster external communications:

1. Create an "Introduction to CDN" piece to be shared for educational or recruitment purposes (IN PROGRESS).
2. Identify and improve communications with several high priority partners (identify liaisons):
 - Academic Advising Network
 - MultiCultural Affairs
 - Parents Program
 - Alumni Relations
 - Disability Services

Strategies may include: make contact to share info and explore collaborations, invite a representative to join CDN, assign a CDN liaison to an organization representative.

3. Create a Biannual Update (several bullet points to include CDN highlights such as honors/awards, events and attendance, links to college sites, survey results). Create distribution list for this.
4. Follow up with Bobby Wangaard, Chief of Staff, University Relations, about specific strategies for collaboration with CDN.