

CDN Communications Committee
DRAFT
Est. 8/05

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

— Establish systems and recruit coordinator to...

- a. Remind CDN committee chairs when bi-annual semester updates are due on the CDN website.
- b. Remind CDN members that meeting minutes for Board and general meetings (CUD minutes too?) are on CDN website.
- c. Explore additional ways to improve internal communications.
- d. Assess and reevaluate effectiveness of internal communications systems annually.

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

— Establish systems and recruit coordinator to...

- a. Identify University units on which to focus CDN communication:
Parents Program, Council of Undergraduate Deans (CUD), Academic Advising Network (AAN), Leadership Program, Portfolio, Disability Services, Orientation and First Year Program, Residence Halls, ???
- b. Identify ways in which to communicate with University units:
CDN newsletter, invite to CDN Committee Update meetings, scheduled presence (Board Chair at CUD meetings), create CDN liaisons to appropriate units
- c. Assess and reevaluate effectiveness of external communications systems annually.