

**CDN Communications Committee
Meeting Minutes
10/13/05**

In attendance: Amy Greeley, Morgan Kinross-Wright, Paul Timmins, Maggie Kubak

We reviewed/discussed the draft of the goals (see below) of the newly-created CDN Communications Committee.

Actions: Incorporated into draft, below.

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.
 - Amy Greeley volunteered to do this.
 - Amy will collect and post committee leadership and membership on CDN website.
- b. Remind CDN members that meeting minutes for Board and general meetings (CUD minutes too?) are on CDN website.
 - It was decided that each message from the Board could include a reminder that minutes can be found on the CDN website (include url and password)
- c. Explore additional ways to improve internal communications.
 - Morgan will get CDN listserv names from Patti Neiman. Committee will review listserv members and possibly survey members about communication needs (see "d").
 - Create "intro to CDN" text, brochure for new members
- d. Assess and reevaluate effectiveness of internal communications systems annually.
 - See "c".

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, ???
 - It was suggested that we check with Jerry Reinhart (or ??) about the best mechanism to reach external partners with an occasional CDN update.
 - Brainstorm additional groups to consider: Housing, OFYP, all offices in Student Affairs, Programs (such as CSPP, Counseling Psych, Ed. Admin.), Coalition for Respectful U, Interfaith Coalition, Multicultural Ctr. for Acad. Excellence, Learning Abroad Center, Office of Business Development
- 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
 - Everyone will brainstorm ideas
 - Create "intro to CDN" text, brochure about who we are and how other units can use or partner with CDN
 - Discussed need to make CDN "ownership" of events more evident to students—make them aware of CDN's presence, reach, services.
- c. Assess and reevaluate effectiveness of external communications systems annually.

Questions to guide the committee:

- What IS CDN?
- What are our vision-mission-goals?
- Who might want to join CDN (types of roles, responsibilities)?

- What value would people gain from joining and better – participating actively on the board, committees, events, etc.
(Would help us on the recruiting end!)