

CDN Communications Committee Meeting
April 24, 2007

In attendance: Liz Hruska, Barb LaPorte, Jeannie Stumne and Maggie Kubak

Update of U-wide career services brochure

- Updated college contact information, but still need update from CDeS
- Melanie Clark at URelations is the contact for updating and printing the brochure
- Will print the same number of brochures as last year
- Discussed the possibility of changing future brochures to U of M career services instead of undergraduate.
- **Action Item:** Maggie will take the lead on updating the green undergraduate career services brochure

Greeting of Newcomers at CDN Meetings

- Liz has been taking the responsibility of greeting the last few meetings
- Committee members scheduled for each meeting
- Committee decided to continue greeting newcomers next year, all members feel it is working well
- Discussed needed updates to newcomer folder
- Discussed the possibility of introducing of new members, why are they here etc at the beginning of CDN meetings, will talk to new chair about this
- Barb will get new folders for next year
- **Action Item:** Barb will take lead on greeting of newcomers for next year.
- **Action Item:** Liz will e-mail Becky regarding the putting the fall 2006 summary report on the CDN website
- **Action Item:** Maggie will update the “CDN – About Us” tri-fold brochure

CDN General Meetings

- Discussed possible ways to increase communication among members during CDN meetings and give members more opportunities to interact and network, especially for newer members.
- Barb suggested opportunities to socialize before the meeting, start earlier and have snacks
- Jeannie suggested more small group and pairs discussions
- Consider having follow-up after professional development pieces so members can further discuss the topic.
- Discussed whether or not newcomers continue to come to meetings, do we provide a welcoming environment? If they don't come back, why?
- When possible continue to move the tables, it feels more welcoming
- Liz suggested including on reminder e-mails: everyone is welcome, please join us this month
- Include topics of interest to various groups suggest as – AAN and invite them to come to the meetings
- **Action Item:** Set up a meeting during the summer to discuss these ideas with the new chair.

Class Announcements

- Liz felt class announcements were effective this year
- Committee decided we should continue

- Bring CDN brochure and sign up interested students on the CDN listserv

Action Item: Jeannie will focus on EdPa and Liz CSPP

Semi-annual review

- Liz reported that there was a lot of positive feedback from the CUD on the report
- Jeannie and Liz will work on spring 2007 review after CDN summer retreat (end of June/beginning of July)
- Will discuss responsibility for fall 2007 update later this summer

Action Item: Jeannie will write fall 2007 semi-annual update draft and give to Liz for feedback/review.

Student Survey on U-wide outreach

- Maggie has survey results and will discuss them at the next committee meeting

Action Item: Maggie will bring survey results to next meeting for discussion

Next year's communication committee

- Committee decided to recruit 1-2 new members for next year.
- Liz nominated Lucy Reile and others agreed she would be a good fit for the committee.
- Maggie suggested we reassess connections with various groups across campus and develop formalized liaison relationships
- The other agenda items will be discussed further at the next meeting.

Action Item: Liz and Jeannie will talk to Lucy Reile regarding becoming part of the committee for next year.