

Communications Committee Report—Arts & Administration Program

December 9, 2014

INTERNAL COMMUNICATIONS

How do faculty and staff communicate amongst themselves?

Channels

New faculty listservs (with names that make sense)

Designated list per list name + Tina, Patricia, Crissy, Theresa

A&AA Server Space

(Provide instruction sheets + URL)

Meetings (all committee meetings are open to all faculty, not just the members of the given committee)

Faculty (Digital) Handbook (Will be developed and launched in 2015)

NTTF Faculty Blog* (blogs.uoregon.edu\AADNTTF)

Discuss how best to use this channel

Minute of Meetings

Facebook

Who is responsible for populating and maintaining any given communication channel?

Suggestion is that chairs of committees are responsible for disseminating information on the appropriate and designated channel.

What we communicate about

Meetings (minutes and reports, should all of them go on the AAD server?)

Policy

Procedures

Curriculum (How to get course description, course flyers, and syllabi?)

Events

People

Faculty (What are the best ways to get stories?)

Students

Alumni

Staff

NEXT STEPS

- Determine how content flows through each channel + Designate content provider (in draft form)
- Discuss best ways to gather information about courses from faculty
- Discuss best ways to gather information on faculty activities
- Determine what is both internal and external content and how to manage across external communication channels (external communication channels are not identified here)

*This may be a redundant communication channel. It may be beneficial to consolidate/merge this with the A&AA server.