

Communications Committee—Arts & Administration Program

November 18, 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

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 do we communicate?

Content

Actions?

What are the implications for communication given a new faculty and committee structure?

There should be established guidelines for all faculty and staff regarding rights and responsibilities around communication. Issues to consider are:

- Dissemination of information by committee chairs
- Determination of appropriate channel for type of information/content
- Appropriate format of any given piece of information, i.e. PDF, URL, Work Doc, etc.
- Keeping individuals with limited or small FTE appointments adequately informed/engaged
- Multi-directional flow of information—Output/Input *Broadcast & Receive*

or

NEXT STEPS

- Committee will determine major categories of content (Question to faculty: What do we need to share?)
- Determine how content flows through each channel + Designate content provider
- Create a Communication Map/Info Graphic
- Determine what is both internal and external content and how to manage across external communication channels (not identified here)

• How to Manage flow?

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