Agenda - A&S Communicators Meeting

Thursday, Dec. 11, 2014
Time: 3:30 p.m. – 4:30 p.m.
Place: Macky Auditorium, Room 230

1) Introductions

2) Announcements
   • Outstanding alumni stories/story suggestions needed. Send to: asmag@colorado.edu
   • Outstanding graduate student stories/story suggestions needed. Send to both asmag@colorado.edu and Merlyn.Holmes@colorado.edu (Merlyn Holmes, Communications Coordinator, Graduate School)
   • Outreach Staff Steering Committee, Brown Bag Meeting Topic: Communication Jan. 9, 2015, Noon-1:30pm, Theatre Building Loft To attend, RSVP to: Hannah Fletcher, Communication Specialist, Division of Continuing Education, Office for Outreach & Engagement <Hannah.Fletcher@colorado.edu>

3) Discussion (Clint Talbott): Why are we meeting? Why should we communicate and collaborate? How can we help you, and vice versa? How does our work fit into the university’s strategic communications plan? How can you craft more effective news releases/event announcements?

4) Discussion: What do you need to make your communications duties easier or more manageable?

5) Discussion: Best format for event announcements

6) Discussion (Kimberly Elzinga): Promoting courses to students across campus and in other departments. Is there a way a streamlined way to promote our English courses, especially those open to other majors?

7) Check-in: How to Use the A&S Communicators Email List Send email to: asccommunicators@lists.colorado.edu (You must be a member of the list to post to the list)

8) Check-in: Directory of A&S Communicators http://artsandsciences.colorado.edu/artssciences/communications

9) Check-in: Guide to Event Promotion on Campus http://artsandsciences.colorado.edu/artssciences/communications

10) Schedule next meeting