

## **DAILY ACADEMIC ANNOUNCEMENTS**

Daily Academic Announcements is a means by which we can communicate announcements, reminders, and notices of interest to faculty and others who support the academic program. While it will not replace important other means of communication, such as C-News and the campus calendar found on the web, it will consolidate and regularize much of the information that has gone out from this office by means of cobwebs. Our goal is to provide a predictable place in which faculty and others can turn to distribute and find information about deadlines, lectures, special opportunities and events.

Each afternoon while classes are in session, we will send out an email with brief notices. These will be formatted so as to emphasize new information, but will contain reminders of previous notices as well. We hope that it will be easy for readers to scan this email quickly to find information that is relevant to them.

Some basic information:

### **Who will receive Daily Academic Announcements?**

All faculty teaching credit-bearing courses during the semester will be automatically included on the distribution, as will all departmental staff and administrators within academic affairs. Any other employee who wishes to receive this daily email can contact Dawn Rude ([drude@cord.edu](mailto:drude@cord.edu)) to be added to the distribution. This email is not intended to be a means by which to communicate with students, and to keep that point clear, students will not be included on the distribution.

### **What kinds of postings are appropriate for Daily Academic Announcements?**

- Notices of lectures and academic events
- Announcements concerning deadlines and processes for committee work
- Opportunities to apply for grants and other announcements of significant grants received
- Agendas and materials for Senate and other committees
- Information about faculty development opportunities
- Information about accreditation visits and processes
- Announcements of significant faculty or programmatic achievements

### **What kinds of postings are NOT appropriate for Daily Academic Announcements?**

- Items of a personal nature—celebration of birthdays, etc.
- Items of a commercial nature—private offers to buy or to sell or to give away
- Items directed primarily to students
- Items directed to single departments or programs
- Items without a direct connection to the academic program of the college

### **Who can submit items to Daily Academic Announcement?**

Any employee of the college may submit an item to be considered for inclusion.

### **How can I submit an item?**

To submit an announcement, send the required information listed below to [academic@cord.edu](mailto:academic@cord.edu). Incomplete requests will be returned and content may be edited for formatting purposes.

- Title
- Description (maximum 400 words, text only). You may also include a link to additional information.
- Name and email address of contact person
- Dates you would like the announcement posted (maximum of 3 dates – once in New Items, twice in Reminders)

### **What other considerations should I be aware of?**

- Items will need to be brief—400 words or less—though links to further information may be included.
- The distribution will happen only once a day, and will require submitting items at least 24 hours in advance. Daily Academic Announcements will not be a place for last minute announcements, nor can it accept last minute submissions.
- Other “rules” for list use can be found at the end of each day’s distribution.
- This is a new initiative, and we ask patience as we work out the process for making it effective and useful.