



## **Communications *ad hoc* Committee**

**Chair: James Waldram**

### **Charges for the Committee:**

This committee shall meet as often as the members determine is needed to complete their goals and charges. The committee chair will report progress back to the CEAS Staff Council. The composition of the committee shall be at least three members, one of whom is a member of the CEASSC. Outside technical expertise should be solicited as needed.

The goal of this committee is to promote communications between and to staff of the College of Engineering and Applied Science. The committee will direct the electronic communications of the SCCEAS following campus and technology advances/changes to make them available to facilitate SCCEAS communication functionality.

1. Maintain a SCCEAS web page.
2. Maintain a WyoWeb SCCEAS administrative group.
3. Maintain an anonymous Suggestion Box located in the CEAS mailroom.
4. Facilitate all surveys and questionnaires of the CEAS staff.

### **Current Members:**

James Waldram, Gale Bandsma and Marvin Perry

2009-2010