

Council of Academic Professionals (CAP)

Communications Plan: Communication Between CAP and Academic Professionals

October 3, 2003

This Communications Plan identifies 4 primary means of communication between CAP and Academic Professionals in order to support and encourage more communication between academic professionals and their CAP representatives, and more responsive and effective representation of academic professionals by the Council of Academic Professionals.

Email Communication

- ◆ Regularly share information with academic professionals through email to CAP list
- ◆ CAP email communications with constituents are not limited to official CAP mailings that APs receive. An individual CAP representative may communicate directly through email to the APs they represent, either singly or in conjunction with the other CAP district representative, as long as both representatives from district agree on the message content.
- ◆ Any academic professional who requests removal from the CAP email list will be removed and will no longer receive email messages from CAP, though they will continue to receive official mailings from campus to academic professionals (example: emails related to election). The Communications Committee will request an updated mailing list from HR quarterly. The Communications Committee will maintain the list of those APs that do not want to receive email messages from CAP.

CAP Website

- ◆ Content of the CAP website will be reviewed monthly, on a rotating basis, with new CAP members inserted into the head of the rotation when they join CAP. A checklist should be created to help those reviewing the website.
- ◆ Monthly minutes will be posted within a week of approval of minutes at the CAP meeting.
- ◆ A prominent box or place for APs to provide on-line suggestions to CAP will be added to the website

CAP Promotion in Printed Publications

- ◆ CAP will place a notice when appropriate in issue of Inside Illinois and in the Daily Illini on a monthly basis (Monday of the week of each CAP meeting) if cost is not prohibitive. The notice will: 1) encourage active participation by academic professionals in CAP meetings and on CAP committees, 2) list significant issues or special topics for discussion at the upcoming CAP meeting or special presentations, and 3) include the URL for the CAP website.

Town Meetings / Workshops

- ◆ Schedule a "Meet Your CAP Representatives" annually in June after CAP elections
- ◆ Schedule other town meetings and workshops, at least one per year, on topics of interest to academic professionals.

