

Report on the Announce Only Listserv

May 6, 2011

I. The Information Technology Committee recommends that a new emailing list (campus-announce) be created for all CCSU employees and the following guidelines be adopted:

1. The list will be announce only; replies would only go to sender.
2. The list is intended solely for announcement of campus events or events in the surrounding community of interest to the campus.
3. No attachments will be permitted; links to flyers or additional information are encouraged.
4. At the beginning of each academic year all CCSU employees will be enrolled on the list; an initial message will explain the rules of the list and provide clear directions for opting-out from the list. Every message will also include opt-out info in the message footer.
5. The list will not be moderated; senders who do not adhere to these guidelines will be advised of the rules and asked to refrain from abusing the list.
6. The ITC will re-examine these list policies prior to April 2012, sooner if need arises, and recommend further changes as necessary.

II. The ITC further recommends the deactivation of the campusforum list.