# Arts and Sciences Communication Connection

Rutgers Leadership Academy Capstone Project
Kara Donaldson
Associate Dean of Planning and Communications
School of Arts and Sciences

## School of Arts and Sciences Office of Communications

- Storytellers and Brand Managers
  - Web Communications
  - Social Media
  - Marketing Events
  - Print Media, including ACCESS
- Help others in units across SAS manage all these modes of communication while developing a unified and cohesive image following school and Rutgers Visual Identity standards



## RUTGERS School of Arts and Sciences

## Global Africa, Migration, Literature, and the Arts

Intercollegiate Symposium · March 28-30, 2019

Join us to explore the lived experiences of migration of the people of Africa and its Diaspora through the prism of the arts—literature, visual cultures, and performances including film, comics, graphic arts, painting, photography, music, and dance—and the multidimensional nature of the interchange between Africa and other regions of the world as experienced in the realm of the arts, demonstrating the global/international reach and scope of the arts and art movements from Africa and the African Diaspora.

#### March 28

Registration: 8:00am

Symposium: Teleconference Room Alexander Library, Rutgers College Avenue Campus, 9:00am - 6:15pm

Keynote: Manthia Diawara, NYU, 11:30am

Reception: 6:30pm

An Opera of the World Film screening and discussion with Director Manthia Diawara, 7:30pm

#### March 29

Registration: 8:00am

Symposium: Teleconference Room 9:00am - 6:30pm

Dinner, Tributes, Play Performance, Poetry Reading, Music

Zimmerli Museum, 7:00pm - 10:00pm

In the Gray Solo play performance by Anu Yacob, 7:00pm

#### March 30

Global Africa, Migration, Foodways, and Storytelling

K-12 Teachers Workshop, Rutgers Academic Building, Rm: 2150, 9:00am - 3:00pm

#### Co-convenors

Center for African Studies, French Department, Rutgers Business School, and School of Environmental and Biological Sciences

Contact: globalafrica@sas.rutgers.edu



#### Global Africa and the Sumanities

An Initiative of the Department of African, Middle Eastern and South Asian Languages and Literatures

### RUTGERS School of Arts and Sciences

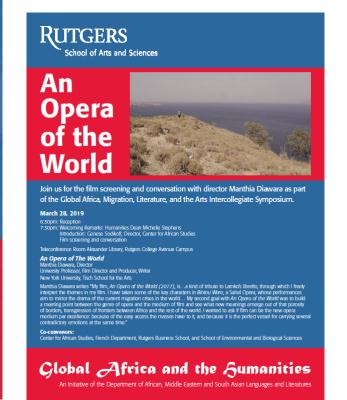
## Global Africa, Migration, Literature, and the Arts

Intercollegiate Symposium · March 28-30, 2019



Global Africa and the Sumanities

Marketing materials for the Global Africa series creates a cohesive campaign across media



## **Rutgers Visual Identity**

- In 2006 when the Board of Governors approved the current logotype and signature system, Rutgers University provided a set of guidelines for establishing and maintaining the university visual identity as well as communications and marketing protocol and policies.
- Deans may establish standards for their school and units with the Rutgers Visual Identity



## Challenges to reaching unit communicators

- School and Visual Identity System is "new"
- Communications and Marketing is "new" for university community
- Size and location of school: BIG
  - 750 faculty, 1000 part-time workers,
     500 administrative staff members
     across Busch, College Ave,
     Douglass, and Livingston
- Engaging faculty and staff in this project at a time of challenges and changes
- Small, specialized communications staff, not part of administrative structure
- Identify communicators
  - Who does these tasks in the units?
  - How to find them?
  - How we can best support them?



### **Benchmarking Communication Networks**

- Rutgers University Communications and Marketing
  - Almost 400 communications professionals across Camden, New Brunswick, and Newark, with periodic events related to best practices
  - Communicator Certificate workshops
- Michigan State University Communications and Brand Strategy
  - More than 200 communications professionals across campus, with monthly meetings and an annual conference with workshops and presentations from nationally acclaimed marketing experts.
- Ohio University (the same size as the School of Arts and Sciences)
  - Annual Campus Communicators Network Expo to present information about new website content management systems and present awards to university marketers and communicators

## **GOAL**

## Establish a communications network for staff across the school that will:

- Improve communications across the School of Arts and Sciences about the school and university visual identity and brand messaging
- Connect individuals charged with communications tasks for units to the larger school and university mission
- Create a community of communicators working on these tasks across the school
- Learn from those doing communications in the units
- Recognize and reward engaging communications work in the departments
- Improve communications and marketing in alignment with school and university messaging

### **PLAN: Step by Step**

- Create Communications Advisory Group
  - Represent all areas of the school
  - Engage and educate group
  - Build their identities as brand ambassadors
- Work with UCM and existing Rutgers Communicators Network
  - Advisory Group attends Communicators Workshop sessions
  - Pilot group of SAS staff attends shortened Lunch and Learn
- Listen, listen, listen
  - Hear from Advisory Group
  - Hear from SAS pilot group

### **Communications Advisory Group**

#### **Mathematical and Physical Sciences**

Kostas Bekris, Faculty, Computer Science Amy Meerovich, Outreach Coordinator, Chemistry

#### Social and Behavioral Sciences

Michelle Finney, Director of Administration Thomas Prusa, Chair, Economics

#### **Humanities**

Elizabeth Folk, Senior Department Administrator, French, Cinema Studies, Classics, Comparative Literature, German, Russian, & East European Languages & Literatures, and African, Middle Eastern & South Asian Languages & Literatures

Jenny Gehrmann, Department Administrator, Jewish Studies

Carla Yanni, Undergraduate Director, Art History

#### **Life Sciences**

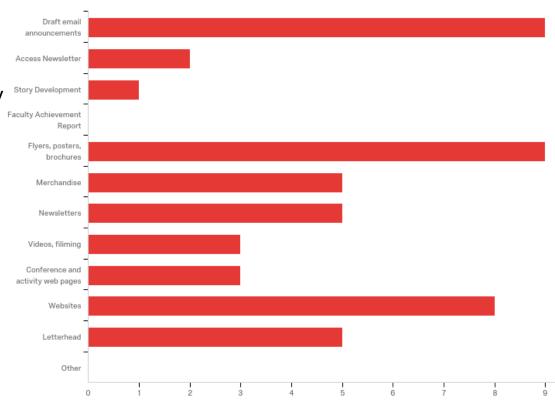
Martha Haviland, Director Undergraduate Instruction, Biological Sciences Sara Pixley, Executive Director, Center for Cognitive Sciences

#### **Undergraduate Education**

**Vanessa Coleman**, Assistant Dean and Director of Student Records and Administrative Systems, Office of Academic Services

#### SAS Pilot Lunch and Learn: What did we learn?

- 25 staff members from various units across school attended workshop on Rutgers Visual Identity and Brand Management
- 90% response rate on survey
- Two respondents strongly agreed and six somewhat agreed that they knew the Rutgers Visual Identity. The rest did not answer
- We learned about most common tasks: Drafting emails; making flyers, posters, and brochures; updating unit websites
- Overall, they liked the workshop and learning about policy and how to apply it



### Listen to staff doing communications tasks

- Identify staff communicators and build brand ambassadors
- Design and send out a survey to find communicators
  - Rely on Directors of Administration in each academic area
  - Email tree: DOAs email survey individually to their direct reports
  - Direct reports forward email to those they supervise
  - Personal touch will improve survey completion rates
- Create Communicators List
- Analyze survey results
- Apply results to design Communicators Connection

## Lead by Listening, Engage through Teamwork

- Communications Advisory Group
  - Share knowledge and frustrations about communications
  - Harness and rely on their knowledge
  - They are charged with developing each step and giving final shape
- Associate Dean of Planning and Communications
  - Convener and facilitator "mentee"
  - Provide information, structure, follow through
  - Adapt to proposals, timeline, new information
- Plan: Create two-way contact with staff
  - Build on original survey responses to build survey for first contact
  - Pitch network as theirs to shape