

February 26, 2004

To: Grinnell College Students, Staff and Faculty

From: The Offices of Student Affairs, Human Resources and Academic Affairs

Subj: Broadcast and List-serv Messaging via E-mail

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In response to a request from the Committee on Student Life about reducing the number of broadcast e-mail messages distributed on campus, an ad-hoc committee\* met to revise the process by which information is distributed to students, faculty and staff. Broadcast e-mail is a term used to describe the method by which every campus account receives a message via e-mail.

At the meeting, it was agreed that three categories of information need to be communicated to campus members. These categories are: 1.) **emergency** - information that is time-sensitive and critical; 2.) **general** – information of interest to the campus community; 3.) **targeted** – information of interest to one or more campus groups. A new procedure for communicating information via e-mail is described below. These changes will take effect immediately.

#### **Emergency Information**

The College will distribute information by broadcast e-mail only in an emergency situation. The Offices of Safety and Security, Information Technology Services or the Office of the President will distribute emergency information via e-mail to the campus community. This change will take effect immediately.

#### **General Information**

Distribution of non-emergency information by broadcast e-mail is not an acceptable practice. The College publishes several resources in which campus members may communicate general information, including the Campus Memo (the official publication for campus events and announcements), the Scarlet & Black, the Laurel Leaf and PioneerWeb. Please refer to the Grinnell College Web site ([www.grinnell.edu](http://www.grinnell.edu)) for details about submitting events or announcements to any of these resources.

#### **Targeted Information**

A list-serv is a communication tool used to deliver messages via e-mail to individuals with common interests. List-servs provide a central point of contact, ensure message relevancy and encourage accountability.

Individuals wishing to send an e-mail message to a targeted audience should submit via e-mail to the appropriate address(es) below. That e-mail will go to the moderating office and, if approved by the moderator, be sent to the entire list. We recommend that e-mail messages be kept very short. If the sender needs to report extensive information, we encourage sending a short message with a link to a web page address containing more extensive information. Questions about content guidelines for these list-servs may be directed to the moderator(s).

- Student Interest: (Moderator - Office of Student Affairs/Jennifer Krohn) To post a message, e-mail submission to: **students@lyris.grinnell.edu**
- Faculty Interest: (Moderator – Office of Academic Affairs/Toby Gibbons) To post a message, e-mail submission to: **faculty@lyris.grinnell.edu**
- Staff Interest: (Moderator - Office of Human Resources/Kristin Lovig) To post a message, e-mail submission to: **staff@lyris.grinnell.edu**
- All Campus Interest: (Moderators – those listed above) To post a single message to all three interest lists, e-mail submission to: **allcampus@lyris.grinnell.edu**

\*Members of the ad-hoc committee are: Sheree Andrews, David Ellis, William Francis, John Kalkbrenner, Stacy Koehler, Jennifer Krohn, Kristin Lovig, Jon Pettit, Marci Sortor, Joyce Stern, Vicki Wade, and Mark Watts.