



## Committee Charter

**Title:** OnePurdue Communication Advisory Committee

**Effective Date:** September 14, 2005

### **Introduction:**

The OnePurdue Communication Advisory Committee includes representatives from each of the following areas: the Administrative and Professional Staff Advisory Committee, Business Services, Purdue Calumet, the Clerical and Service Staff Advisory Committee, Indiana University-Purdue University Fort Wayne, the Graduate School, Housing and Food Services, Human Resource Services, Information Technology at Purdue, Purdue North Central, OnePurdue, the Purdue Academic Advising Association, Physical Facilities, Purdue Student Government, Student Services, University Relations, and the University Senate. In addition, the team should periodically request input from various targeted audiences as to how best to communicate particular ideas and plans. This committee will meet monthly to further develop a comprehensive communication plan and timeline for rollout of communication vehicles. As OnePurdue moves closer to implementation and “go-live” dates, more frequent meetings might occasionally be needed. The team will seek out communication plans developed by and consult with other universities that have successfully completed ERP projects.

### **Purpose:**

The purpose of the OnePurdue Communications Advisory Committee is to ensure that open channels of communication are maintained so that all pertinent information is accurately conveyed to the appropriate constituents and stakeholders. The committee will provide insight regarding the most effective methods of communication to their respective areas and, working in conjunction with other OnePurdue advisory committees, will develop and facilitate improved communication vehicles to help ensure OnePurdue’s success.

### **Objectives:**

The goal is to focus and coordinate effective, appropriate communication about the OnePurdue program to such internal audiences as faculty, staff and students across the Purdue University system. To prepare all stakeholders for the implementation of OnePurdue over the next three to four years and to continually and consistently impress upon all audiences that OnePurdue is crucial to the University’s pursuit of all its strategic goals. To work in an advisory capacity to the OnePurdue Communications Team to develop and implementation strategic communication plans.

### **Responsibilities:**

1. Assess the communication needs of the University in regard to the OnePurdue implementation.
2. Determine strategic communication goals that will satisfy pre-assessed communication needs of the project.



3. Research and provide insight regarding optimal communication approaches to the various areas of representation.
4. Develop improved methods of communication tailored to each area of representation or new methods where none exist.
5. Maintain communication and coordination with other OnePurdue advisory committees to ensure that clear and consistent information is being conveyed to constituents and stakeholders.
6. Consistently evaluate current OnePurdue communication modalities for effectiveness, and develop replacements methods as needed.

**Membership Roles:**

<b>Name</b>	<b>Area</b>	<b>Campus</b>
Susan Alderman	Fort Wayne Campus	Fort Wayne
Lucia Anderson	Business Services	West Lafayette
Carol Connelly	North Central Campus (alternate)	North Central
Cheryl Erwin	CSSAC	West Lafayette
Lee Gordon	Student Services	West Lafayette
Spencer Hahn	Student Government	West Lafayette
Steve Jones	OnePurdue Communications Coordinator	West Lafayette
Elaine McVay	Housing & Food Services	West Lafayette
Ken Morgan	Information Technology at Purdue	West Lafayette
Rebecca Richardson	APSAC (alternate)	West Lafayette
Gail Riese	Physical Facilities	West Lafayette
Colleen Robison	OnePurdue	West Lafayette
Nancy Rodibaugh	Human Resource Services	West Lafayette
Julie Rosa	University Relations	West Lafayette
JoAnne Sandifur	Graduate School	West Lafayette
Mark Sharp	Calumet Campus	Calumet
Glenn Sparks	University Senate	West Lafayette
Chris Tompkins	APSAC	West Lafayette
Bob Walkup	PACADA	West Lafayette

**Meetings:**

This committee will initially meet monthly for one hour, with the inaugural meeting April 11, 2005. Throughout the implementation of the OnePurdue, it may be required to increase frequency of the committee's meetings. Special meetings will be scheduled, as required. E-mail communication may be required for expeditious decisions when it is not feasible for the committee to meet.

Proposed:

Approved:

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Julie Rosa, Chair  
OnePurdue Communications Advisory Committee

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Colleen Robison, Chair  
OnePurdue Change Management & Training Committee