

FITZWILLIAM COLLEGE COMMUNICATIONS COMMITTEE MEETING

A meeting will be held at 10.00am on Wednesday 04 March 2015 in the William Thatcher Room

AGENDA

- 1. Apologies for absence**
- 2. Minutes of the previous meeting**
The minutes of the meeting held on 12 November 2014 are circulated for approval.
- 3. Matters arising**
Visits to website (Item 3) *AC Visits exclude internal visits*
Google calendar and MyFitz integration (Item 6) *AC Colours are more distinct on week view*
Prospectus downloads (Item 7) *AC All subject leaflets on <http://www.fitz.cam.ac.uk/academic/courses>*
Risk review (Item 9) RAP
Filming policy (Item 10) *Agreed by GB*
TOR update (item 12) RAP
College affiliation/University news (Item 13) AC <http://www.cam.ac.uk/affiliations/fitzwilliam-college>
- 4. Matters for report**
 - a. Communications Activity Report – Paper circulated AC
 - b. Freedom of Information –Paper circulated RAP
 - c. Web analytics report (visits and devices) Nov 2014-Feb 2015 – Paper circulated AC
- 5. FOI – publication of requests and results - Paper circulated RAP**
- 6. College Rolling Plan - advancing messaging – PW**
- 7. JCR website and College website: content and visibility – Alex Cicale/Zoe Walker JCR**
- 8. Website – CMS Development, hosting and ‘People’ section - AC /Susan Park**
- 9. Master’s welcome film update - AC**
- 10. Admissions update on Open Days and prospectus – HC/Aemilia McDonnell**
- 11. Development update - HB**
- 12. Online obituaries - HB**
- 13. Next Meeting June 3 2015**
- 14. Any Other Business**