

PUBLICATIONS COMMITTEE	
Charge	This committee acts as an advisory group for the L&TR Creative Services and other campus entities engaged in the development and/or production of marketing and other promotional materials. With the goals of achieving visual and message consistency for college materials intended for promotional and other non-classroom purposes, the committee provides oversight of and suggestions for materials produced in both printed and electronic formats; reviews and updates graphic standards; recommends priorities and systems for use of college graphics, electronic and printing resources.
Meeting Schedule	Quarterly TBA in September.
Chair	Manager, College and Community Relations (alternates year-to-year with Dean, Learning and Technology Resources)
Composition	<ul style="list-style-type: none"> • Dean, Learning and Technology Resources • Director, College and Community Relations • Dean, Communications and Fine Arts • Faculty (2) • Instructional Classified Staff (2) • Student Services Classified Staff (2) • Supervisor, Instructional Operations • Graphics Coordinator • Graphics Design Support Specialist • Creative Services Support Specialist • ASGC Representative • Printing Supervisor • Instructional Design Technology Specialist
Adopted	
Revised	May 11, 2007
Notes	Three identified Task Groups meet separately: (1) Logo Use/Standards; (2) Priorities & Timelines; (3) General Oversight – Annual Theme Development, Pre-print approval protocol development.
Support Staff	Secretary, Division of Learning and Technology Resources