

September 16, 2024

Vicki L. Hewitt, EdD
University Senate
Rutgers, The State University of New Jersey
335 George Street, Suite 1250
New Brunswick, NJ 08901

Dear Dr. Hewitt,

I am writing in response to the University Senate's April 2024 report and recommendations on Charge S-2319: Explore Mechanisms, Methods and Processes for Senators to Communicate Senate Work and Information to Their Constituents. I thank the members of the Senate's Information Technology Committee (ITC) for their efforts to address this topic, and I am pleased to respond regarding ways we are able to assist:

- 1. Create an opt-in email list ("listserv") for Senate information**
Rutgers provides a number of options for opt-in email lists, as outlined at the Email Distribution website at <https://it.rutgers.edu/email-distribution/>. The Office of Information Technology (OIT) can assist the Senate in determining the best option for an opt-in email list and provide help in setting up the list.
- 2. Provide an article in Rutgers Today to increase awareness of the Senate**
At the start of each academic year, at the request of the Senate chair, University Communications and Marketing will prepare and distribute a Rutgers Today story intended to increase awareness of the Senate. The story will include information about the Senate's role at Rutgers and key Senate contacts, and it will link to both the Senate website and information on how to sign up for the Senate's new opt-in email list for regular updates on Senate work. UCM will share a draft of the story with the chair of the University Senate prior to its publication.
- 3. Use the myCommunity feature in myRutgers**
The new version of myRutgers includes a community hub, myCommunity, as a new social space for university groups and forum discussions. OIT is currently in discussions with the Senate about the use of this new feature as a way to share Senate news and information.

My thanks to the Senate for its recommendations on this important topic.

Sincerely,



Jonathan Holloway