**CAMPUS INFORMATION AND VISITOR SERVICES GOALS AND OBJECTIVES 2014-2015**

|  |
| --- |
| **Increase Internal and External Awareness of Campus Information and Visitor Services** |
| 1. Create a department web page to be included in the University website |
| 1. Attend departmental meetings to discuss role, services, and how CIVS can be a resource to specific departments |
| 1. Expand information on UC information desk monitor to include campus wide events and announcements |
| **Secure resources necessary to provide effective information services** |
| 1. Develop office budget |
| 1. Request year end funds to secure needed equipment and uniforms |
| **Provide reference material for information desk staff** |
| 1. Develop Resource Manual |
| 1. Develop training quizzes and games for information staff |
|  |