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

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