

SECTION IV
COMMUNICATION

Because Center personnel are spread out across campus, it is important to have a system of communication that is fast and efficient. The following modes of communication are available to keep members informed, and interaction at a maximum.

The Center is housed primarily in Elliott Hall, in close proximity to the departments with which the faculty and the students are allied, making interaction and participation accessible and cohesive. The Center provides many resources, listed below, that the faculty and students may draw upon to facilitate research and training.

Calendar

Every week during the regular school year, the Center publishes a list of seminars, colloquia, special meetings, and announcements of interest to Center members. Members who organize meetings are responsible for submitting all pertinent information to the Center office *by 3:00 pm Wednesday* for inclusion in the calendar for the following week. The calendar is distributed to all Center members and interested persons in related areas of research. The calendar will be distributed through email. If you wish to receive the calendar through email, please give your address to the Center coordinator. Center members are urged to use the calendar as a means of informing their colleagues of all on-going research activities.

Colloquia

A weekly program is held in which Center members and researchers from other University departments present results of recent research or plans for future research. These sessions have proven extremely valuable as a training device. They provide a testing ground for students and keep Center members informed in a detailed manner about one another's activities and the work of others. Notices of these events are sent to all Center members and to a mailing list of interested researchers. In addition, visiting scholars from institutions outside the University of Minnesota are invited to present formal lectures and to meet informally with students and faculty to discuss a particular research topic. These presentations are coordinated by the two Colloquium Committees.

Minutes

Minutes are kept at all Governing Council meetings. These are public and are circulated to Center Executive Council, Full and Faculty Associate members.

Student Reports

Center trainees and associates report in the spring on their research efforts, progress in courses, and other aspects of their training. As appropriate, trainees are interviewed by

the Director of Training or their advisors, and their progress is evaluated by the Governing Council. These reports and interviews are intended to provide feedback to the student about their progress as well as inform Center staff about the activities of the trainees. These evaluations are confidential.

Forwarding Address Information

If you plan to re-locate or change professions, please advise the Center office the following information for reporting purposes: your forwarding address, what you will be doing, and whether or not you wish to remain on the Center's mailing list.