

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Internal Email Blasts to Students, Faculty, Staff and Administration
<b>Procedure Number:</b>	02-0206
<b>Originating Department:</b>	Studio FSW
<b><u>Specific Authority:</u></b>	
Board Policy	n/a
Florida Statute	n/a
Florida Administrative Code	n/a
<b>Procedure Actions:</b>	Adopted: 1/5/2011
<b>Purpose Statement:</b>	This procedure identifies the process for responding to requests from persons/departments within the College who wish to include a message/notification to large groups of internal constituencies.

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### **Guidelines:**

This procedure applies to all employees of Florida SouthWestern State College (FSW), whether full- or part-time, temporary or permanent.

### **Procedures:**

#### 1) College Wide Messages:

Any party or department who wishes to send a mass email through the FSW email system to employees (faculty, staff, and/or administration) throughout the FSW district must work through Studio FSW.

The Director of Communications and Public Information Officer, will updates to faculty, staff and administrators as deemed appropriate.

*Please note: College-wide emails to students will be handled through the Department of Student Life.*

Only those with approval will be given access to submit messages.

Questions about the submission process may be directed to the Staff Assistant of Studio FSW.

#### 2) Campus Specific Messages:

Any party or department who wishes to send a mass email throughout a specific campus must work through the Campus President or Center Director.