The Art Department Newsletter will serve as a way to make announcements, raise awareness to upcoming events and improve departmental communication.

We invite and encourage each program to submit updates and announcements to Kate and/or Sue for inclusion in this monthly bulletin.

Deadline for monthly submission is the 15'th of the month. A reminder will be sent one week prior to publication.

We look forward to acting as the “Communications Hub” for the Department of Art.

Have a suggestion or vision to improve departmental communications? Let us know.

**THINK ABOUT IT**

What kind of services do you need? Scanning of slides? Printing? Tutorials on the use of applications such as FADIS, PowerPoint, Photoshop, QShare, WebCT, and Moodle? Do you need a poster for your upcoming event?

Let us know how we can best serve you!

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**FULL DEPARTMENTAL RETREAT**
Currently in the planning stages. Please hold space in your calendars and plan to attend!

Details to follow...

**ANNOUNCEMENTS**

Visual Resources Unit - The VRU is now equipped with motion detecting lights. The black & white photographs have been moved to the VRU, and students will resume working on cataloguing so that the resource is usable. We are scanning slides as required by faculty. The scans are being done according to specifications set out by FADIS so that we may begin uploading the images in to that repository. If you are interested in piloting FADIS or Moodle, please contact us.

WRMMR - Something to consider for next term, an invitation (advertising the facilities and equipment available) can be sent to your students in order to facilitate completion of projects etc. Send us your class lists and looming deadlines and we will send a tailored note to your class.

Website Updates - Pixel Pusher is finished working on the requests that we have made. Each program is asked to review what is there and to submit changes/updates/content to Sue. Don’t forget to review Sue’s web task list for direction and guidelines on timing of revisions.

Feedback is always welcome, please send suggestions to:

sms@queensu.ca and/or yukselk@queensu.ca