

Concordia University Records Management and Archives

Finding Aid - University Communications Services fonds (I185)

Generated by Access to Memory (AtoM) 2.4.0 Printed: April 27, 2018

Language of description: English

Concordia University Records Management and Archives

1455 de Maisonneuve West, H-1015

Montreal

Quebec

Canada

H3G 1M8

Telephone: 514-848-2424, x 7970

Email: archives@concordia.ca

<http://www.concordia.ca/offices/archives.html>

<http://concordia.accesstomemory.org/index.php/university-communications-services-fonds>

University Communications Services fonds

Table of contents

Summary information	3
Administrative history / Biographical sketch	3
Scope and content	4
Arrangement	4
Notes	4
Access points	5
Series descriptions	5
I185/5100, Departmental Management, 1996-2006, 2012-2017	5
I185/5400, Communications, 1989-2017, predominant 2002-2009	6

Summary information

Repository: Concordia University Records Management and Archives

Title: University Communications Services fonds

ID: I185

Date: 1989 - 2017 (date of creation)

Physical description: 5.27 m of textual records
ca. 400 photographs : b&w and col. prints
39 videocassettes : VHS
8 microcassettes
2 compact cassettes
124 digital records of moving images
28 optical discs : CD and DVD

Language: English

Language: French

**Dates of creation,
revision and deletion:**

Administrative history / Biographical sketch

Note

The University Communications Services unit (UCS) is responsible for Concordia University's institutional image and marketing communications strategies. It has its origins with the adoption in 1996 of a new University structure of the senior administration. Under the portfolio of the Vice-Rector, Institutional Relations and Secretary General, it was planned to combine Public Relations, Marketing Communications, and Information Services to have a better synergy among University departments that were concerned with communications. However, a complete integration, by summer 2006, took a few years to be realized, with various steps and administrative changes. In 1998, the position of Executive Director of Communications was created to oversee departments mentioned above and also including Translation Services. The position was held by Maria Paradiso, from April 1998 to January 2001, followed by Dennis Murphy, from January 2001 to December 2004. Under the mandate of the latter, at the end of 2001, the functions of the Public Relations Department were divided between two new departments: Public Affairs (which integrated Media Relations and Government Relations), headed by Evelyne Abitbol, and Internal Relations and Communications, headed by Laurie Zack. The former became known in 2003 as Public Affairs and Government Relations and the latter Internal and Web Communications in 2006. Media Relations became a distinct department in 2007, headed by Chris Mota. In January 2005, John Parisella – who had been chair of the Board of Governors Communications Committee – was appointed Special Communications Advisor to the President and became the head of the departments that were concerned with communications, and he directly reported to the President.

Under his mandate, the integration of the areas of Internal and Web Communications, Marketing Communications, and Media Relations was achieved in 2006 as the University Communications Services unit. From then on, Translation Services and Government Relations and Public Affairs became separate departments under the Vice-President External Relations and Secretary-General. After the disappearance of the Public Relations Department, UCS took over the publishing of the internal tabloid newspaper the Concordia's Thursday Report, which became the Concordia Journal on October 27, 2005, until its disappearance in June 2011. On June 1, 2009, the Creative Media Services part of IITS, was transferred to University Communications Services.

Scope and content

The fonds documents the activities of the University Communications Services, mainly for the period of 2002-2009. It mainly consists of correspondence, reports, press and internal releases, newspaper clippings, photographs and moving images.

The fonds is organized in the following series:

I185/5100 Departmental Management

I185/5400 Communications

Notes

Title notes

Immediate source of acquisition

The documents were transferred to RMA by Public Affairs and Government Relations in 2005, by Media Relations in 2006, and by UCS in 2009, 2012, 2013, 2018.

Arrangement

Arrangement was done by the archivist, in accordance to the University Records Classification and Retention Plan (RCRP) - November 2017.

Restrictions on access

There are no restrictions on access

Finding aids

Box listings available

Accruals

Further accruals are expected

Other notes

- **Publication status:** Published

Access points

- Multiple media (documentary form)

Series descriptions

Series I185/5100: Departmental Management

Date: 1996-2006, 2012-2017 (date of creation)

Scope and content:

The series consists of some management files of the Public Affairs and Government Relations department, mainly for the period 2002-2006. It includes reports, correspondence, and minutes. The series also consists of some digital records of moving images on Convocation ceremonies, 2012-2017.

The series is organized in the following sub-series:

I185/5110 Administration Planning. - 2003-2005

I185/5111 Meetings of Units. - 2002-2003

I185/5112 Reports, Studies & Analysis. - 2001-2005

I185/5160 University Events. - 2012-2017

I185/5170 External Relations. - 1996-2004

I185/5171 Conferences & Seminars - External. - 2002

Physical description: 0.13 m of textual records

119 digital records of moving images

Language of the material:

English

French

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Series I185/5400: Communications

Date: 1989-2017, predominant 2002-2009 (date of creation)

Scope and content:

The series mainly consists of internal announcements, 2001-2008; press conference files on academic, social and cultural events at Concordia, 2003-2009; and information files on various university units and programs, 1988-2006. Some files of this series were initiated by Public Relations Department before 2002.

The series mainly includes internal releases, press kits, press releases, press clippings, addresses and speeches, correspondence, photos, moving images, sound recordings, and promotional materials.

The fonds is organized in the following series:

I185/5410 Internal News & Announcements. - 2001-2008

I185/5420 Media Relations. - 2002-2009

I185/5430 Media Coverage. - 1988-2006

I185/5400 Promotional Material. - 2007-2013, predominant 2007-2009

Physical description: 5.14 m of textual records

ca. 400 photographs : b&w and col. prints

39 videocassettes : VHS

8 microcassettes

2 compact cassettes

5 digital records of moving images

28 optical discs : CD and DVD

Language of the material:

English

French

Access points:

- Multiple media (documentary form)

Restrictions on access:

There are no restrictions on access

Publication status:

Published

File / item list