

## COMMUNICATION TASK FORCE

### Action Items from CoPS 9/08 meeting

#### I. E-MAIL LISTS

1. Mechanism for maintenance of subspecialty program director e-mail list  
Plan: send listing of e-mail addresses on-file (in table format) to core program coordinators and ask for corrections
  - perform annually through CoPS office
  - use coordinator list from APP
  
2. Leaders of organizations  
Plan: ask subspecialty representatives to provide names and e-mail addresses for leaders of subspecialty organizations
  - Richard Mink to develop listing of organizations based on previous CoPS representative survey
  - Laura Degnon to send out e-mail request to representatives
  - Bruce Boston to follow-up
  - target date for obtaining list: January 1
  
3. All subspecialists  
Plan: explore possibility of purchasing e-mail lists
  - Richard Mink to contact AMA to obtain an estimate of cost

#### II. NEWSLETTER

1. Frequency
  - twice per year
2. Content template
  - President's message
  - Table of Contents
    - embedded in e-mail to allow readers to scroll immediately to area of interest
  - Listing of subspecialty representatives with e-mail address
  - Task force reports
    - include fellowship common match date information
  - Organizational information of interest
    - APPD for 1<sup>st</sup> newsletter
  - Other issues
    - Fellowship starting date
    - ask readers to post comments on discussion board
3. Editor
  - Review content for newsletter
  - James Bale, MD to serve as editor for 1<sup>st</sup> newsletter
  - suggestion that this role be assigned to the Vice-Chair of CoPS

#### III. WEBSITE

1. Suggested new tabs for website
  - newsletters

- resources for program directors
  - examples of core curriculum (fellowship equivalent to APPD Share Warehouse)
  - ABP manual to be developed for fellowship PDs
  - program requirements
- educational programs/conferences
  - leadership
  - teaching
  - research education

## 2. Implementation

- Richard Mink to lead this activity
- begin with listing of educational programs/conferences
- discuss implementation with Laura Degnon