

TRANSLATION OF COLLEGE PUBLICATIONS

AR 8030

The Marketing and Communication Office Department receives requests for translations of various printed materials from the student services and instructional components of the college. In consultation with members of the Foreign Languages and Communications Division, the Director of Marketing and Communication selects appropriate translator(s), either from among qualified college members or from outside resources. The Director of Public Information Marketing and Communication, in consultation with other college administrators and managers, determines whether or not a sufficient audience exists to warrant translations.

The Marketing and Communication Office Department works with appropriate media sources to ensure that advertising, news releases, public service announcements, and feature stories are presented in the languages appropriate to ensure greatest public response.