



## Committee Officers and Key Contacts September 1, 2009 – August 31, 2010

Committee Name	Information Technology	Submission Contact Name:	Karen W. Craig
Chair	Karen W. Craig	Submission Contact E-mail	<a href="mailto:craig@tuskegee.edu">craig@tuskegee.edu</a>
Vice-Chair	Steven Garner	Submission Contact Phone	(334) 724-4856
Secretary	Terrence Wolfork	Date of Submission	August 27, 2009
PLC Representative 1862	Jim Segers	PLC Representative 1890	Lalit Rainey
1862 Advisor	Jimmy Henning	1890 Advisor	(n/a)

## Annual Plan of Work September 1, 2009 – August 31, 2010

Cross Committee Issue Addressed, if applicable*	Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (fill in when completed)
	Work with committee advisor to continue to identify PLN IT representatives from states which have not been represented recently and to encourage their participation. Participation would include conference calls, virtual meetings, etc.	All IT Committee Members	Jim Segers	July 2010	February 2010
	Continue to maintain the resource list of social networking tools which is available on the eXtension web site at	All IT Committee Members	Anne Adrian	July 2010	July 2010

\*Cross Committee Issues:

INTERNAL: 1. Human Capital, 2. Organizational Relevance, 3. Physical Resources, 4. Technology

EXTERNAL: 5. Wholesome & Safe Food Supply, 6. Benchmarking Impacts, 7. Energy, 8. Health Education, 9. Leadership Development, 10. Natural Resource Base

Cross Committee Issue Addressed, if applicable*	Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (fill in when completed)
	<a href="http://collaborate.extension.org/wiki/Web2">http://collaborate.extension.org/wiki/Web2</a>				
2	Best Practices and Processes for Americans with Disabilities Act compliance; including a training module	All IT Committee Members	Chris Adcock	July 2010	July 2010
3,4	Continue communicating and promoting eXtension activities to our state constituents <ul style="list-style-type: none"> <li>Develop iTeams and promote iTeam involvement</li> <li>Clearly define IT's role within the iTeam</li> <li>Continue to pilot and receive feedback from <i>Ask an Expert</i> widget in appropriate web community sites (county or content teams)</li> <li>Encourage use of FAQ database</li> </ul>	All IT Committee Members	(Individual Efforts)	July 2010	July 2010
	Program Committee Collaboration and Partnerships. <ul style="list-style-type: none"> <li>Offer an IT representative to be present on each committee's calls</li> </ul>	All IT Committee Members	Dwayne Hunter	July 2010	July 2010
2,3,4	Work with Communications Committee to conduct webinars	All IT Committee Members	Karen Craig	December 2009	January 2010
4, 10	Establish and promote better working (more dialogue) relationship between IT staff and other extension personnel.	All Committee Members	Lalit Rainey	July 2010	July 2010

**Submission instructions:**

- Rename the document with your committee name initials (ANR, CRD, COM, FCS, 4H, ITS, MM, PSD, PLC) such as: ANRplanofwork.doc
- Email document to the SRDC to Rachel Welborn at [rachelw@srdc.msstate.edu](mailto:rachelw@srdc.msstate.edu)
- If you have problems, call Rachel at 662-325-3207. Rachel will verify receipt of each Plan of Work as it is received.

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