



Committee Officers and Key Contacts September 1, 2021 – August 31, 2022

Committee Name	Communications Committee	Submission Contact Name:	Suzanne Street
Chair	Dawn Anticole White, dawnw@clermson.edu	Submission Contact E-mail	sstreet@umes.edu
Vice-Chair	Latasha Ford, ford1@fvsu.edu	Submission Contact Phone	410-651-6084
Secretary	Dr. Denise Attaway, avaa@clermson.edu	Date of Submission	August 25, 2021
PLC Representative 1862	Lyndall Stout, Lyndall.stout@okstate.edu	PLC Representative 1890	Michelle Olgers, molgers@vsu.edu
1862 Advisor	Dr. Gina E. Eubanks, LSU AgCenter geubanks@agcenter.lsu.edu	1890 Advisor	Dr. Mark Latimore, Jr., Fort Valley State latimorm@fvsu.edu

Annual Plan of Work September 1, 2021 – August 31, 2022

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)
Update Social Media Guidelines to make a part of a resource library available on the Communications webpage.	Tracy Courage Dawn White Latasha Ford Pascale Mondesir	Tracy Courage	Nov 2021	August 2022
Create Resource Library with folders specific to 1890 policy and 1862 policy.	Stacy Herrick Tobie Blanchard	Stacy Herrick	Nov 2021	November 2021
Create Website Audit Checklist for use by Communications professionals.	Dawn White Erica Shambley Denise Attaway Suzanne Street Carmen Kelly	Denise Attaway	Feb 2022	February 2022
Create a virtual programming protocol for promoting virtual learning opportunities across the region.	ChaNae Bradley Tucker Wilson Michele Olgers	Michelle Olgers		Ongoing

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)
Develop series of webinars customized for targeted Extension employment groups. Identify key audiences: administrators, program leaders, communicators, field agents, and educators. The intention of the training is to improve employee's understanding of ADA and 508 compliance and to provide tools for producing digital content to meet compliance standards.	Tobie Blanchard Tracy Courage Stacy Herrick ChaNae Bradley Amelia Davis	Tobie Blanchard	Aug 2022	Ongoing
Create slide decks branded as SR-PLN resource for use by members of the committee for training at their institutions. [Curricula Project]	Dawn White Elizabeth North Amelia Davis	Elizabeth North	Feb 2022	July 2022
Explore options for developing online courses based on the content from the slide decks. [Curricula Project]	Dawn White Elizabeth North Shannon Schoeneweiss	Dawn White	Nov 2022	February 2022
Further develop common measures for evaluation with assistance from the PSD.	Elizabeth North Latasha Ford Frankie Gould Laura Downey (PSD)	Elizabeth North	May 2022	Ongoing
Explore options for project management (Slack, Google Workspace, etc.).	Dawn White Shannon Schoeneweiss	Dawn White	Nov 2022	August 2022
Develop train-the-trainer workshops for writing and using impact statements including using the National Land-grant Impact Database.	Frankie Gould Tobie Blanchard Latasha Ford Elizabeth North Lisa Stearns	Frankie Gould	May 2022	August 2022
Explore options for supporting the APLU BAA Communications Campaign.	Elizabeth North Suzanne Street Amelia Davis Lyndall Stout Lisa Stearns	Elizabeth North	Nov 2022	Ongoing

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone) 1 p.m. CST/2 p.m. EST
November 3, 2021 February 9, 2022 May 4, 2022 July 13, 2022