



Quarterly Meeting Agenda
Communications Committee Conference Call
May 4, 2022
https://bit.ly/SRPLN_CommMtgMay2022

I. Roll Call

a. Present

- Dawn White, Clemson University
- Denise Attaway, Clemson University
- Suzanne Street, University of Maryland
- Latasha Ford, Fort Valley State University
- Zeke Barlow, Virginia Tech University
- LaKeeshia Lusk, Southern University
- Stacy Herrick, West Virginia State University
- ChaNae Bradley, Fort Valley State University
- Chris Vivian, University of Florida/IFAS
- Hayley Pierce, University of Kentucky
- Gina Eubanks, Southern University

II. Approval of Minutes

- ChaNae Bradley moved November minutes be accepted, LaKeeshia Lusk seconded, minutes approved.
- Stacy Herrick made motion to accept the February minutes, Chris Vivian seconded, minutes approved.

III. Comments from Key Contacts on POW Items to Accomplish

a. List of Social Media Links for Resource Library

- Dawn White mentioned the Google Drive folder for SR-PLN Communications' Committee is a place to store resources.
https://drive.google.com/drive/folders/0BzS_t1Ex3bglWWx4c05qaEV2NXc?resourcekey=0-J7U-Y6UsXBgYB62CnCk1LQ&usp=sharing
- List of social media links will be compiled and uploaded to the folder.
- Agendas and information related to committee meetings are in the folder as well.

b. 1890 / 1862 Policies and Related Files for Resource Library (Stacy)

- 1819 and 1862 policies are uploaded to the folder.

c. Website Audit Checklist (Denise)

- The website audit checklist group has created a checklist.
 - Includes list of tools mentioned in the checklist. This list is located at the bottom.
- For people who have retired, or are no longer with Extension, another specialist or agent is needed to confirm the info is still relevant. This specialist or agent should be listed as the contact for the information.
- Denise will tweak the list.

d. Virtual Programming Protocol (Michelle)

- Michelle was on leave. Will follow-up in July.

e. ADA / 508 Compliance Webinar Series (Tobie)

- Tobie, Stacy and Dawn are discussing creating webinar series for this.

- The intent of the training is to improve employees' understanding of ADA compliance and other legal issues, as well as provide reference tools for creating digital content.
 - Stacy Herrick suggested creating a resource area to store this information as new technology is released.
 - She started a spreadsheet.
 - List school and website where trainings and accessibility information are available.
- f. Curricula Slide Decks (Elizabeth)
- Elizabeth was at another meeting
 - Dawn reported Elizabeth is drafting branded slide decks of curriculum modules that Amelia and Dawn are helping Elizabeth with.
 - Elizabeth hopes to have this completed within the next few weeks.
- g. Options to House Online Courses for Curricula Slide Decks (Dawn)
- Slideshare can be used to house the slide decks.
 - Open Source
 - Accessible by anyone
- h. Common Measures for Evaluation (Elizabeth)
- Elizabeth will meet with PSD contact Laura Downey and report later.
- i. Project Management Platform - Intro to Slack (Dawn)
Quick Start Guides – short video and written guidance
<https://slack.com/help/articles/360059928654-How-to-use-Slack--your-quick-start-guide>
- Shannon and Dawn have started testing Slack for use as a project management platform.
 - Dawn has a simple user guide draft that she will give to Shannon.
 - Slack offers a free option that has some limitations but should work for what the group needs it for.
- j. Train-the-Trainer Workshops for Impact Statements (Frankie)
- Frankie was traveling and could not meet. Will follow-up in July.
 - Discussion was held about impact statements.
- k. Options for Supporting the APLU BAA Communications Campaign
- Dawn talked about the communications toolbox Andrew sends out every month
 - Andrea will be at August meeting and people can talk with her about it then.
- l. Additional Resource – Example of a Publishing Toolkit for Authors (Dawn)
https://drive.google.com/drive/folders/1F83iMtC1h_0HVAVRY9nsv_63iKVk2WdA?usp=sharing

IV. Other Comments