

Present on Call: Angela Rowell Hurt (UGA), Frankie Gould (LSU), Suzanne Street (Univ of Maryland Eastern Shore) Michelle Olgers (Virginia State Univ), Denise Attaway (Clemson) Dawn Anticole White (Clemson), Faith Peppers (UGA), ChaNae Bradley (Fort Valley State Univ), Lyndall Stout (Oklahoma State Univ), Matt Browning (West Virginia State Univ), Latasha Ford (Fort Valley State Univ)

I. Minutes from last meeting were approved

II. Old Business (Plan of Work)

- *Develop series of webinars and/or face-to-face trainings 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 employees' understanding of ADA and 508 compliance and to provide tools for producing digital content to meet compliance standards. (Tobie Blanchard)*

Frankie: Anna has been doing training around the state with their web content person. She will work on a “train the trainer” presentation as the SR-PLN approved to send communicators to this type of conference. Anna is in training and it will be at least six months. **Frankie will go back to Toby and get an update.**

- *Develop 1-pager to raise awareness for necessity for being federally compliant to encourage Extension professionals to utilize compliance training (above mentioned). (Michelle Olgers)*
- *Develop promotional video to raise awareness for necessity for being federally compliant to encourage Extension professionals to utilize compliance training (above mentioned). (Tobie Blanchard)*

The one-pager and video will be adapted for group and will push back deadline to January 30.

- *Refine communications curricula based on recommendations from PSD committee. Add to communications page on SR-PLN website as a resource for region when complete. (Angela Hurt)*

Angela said was completed back at the August meeting, but still need new appointment for 508 and ADA. Recommendations made for grid chart. Can check off ‘plan of work’ list.

- *Develop domain, competency descriptions and learning objectives for ADA and diversity inclusion communications (including graphics). (Tobie Blanchard)*

Tobie is developing competency descriptions for the January deadline.

- *Develop domain, competency descriptions and learning objectives for scientific writing. (Dawn White)*

Dawn has developed a domain, competency descriptions and learning objectives for the group to review and will get feedback from committee members during the February meeting.

- *Develop and conduct webinar (intended for communicators) at ACE 2020 to present best practices for communicating Extension's value and relevance. (Ruth Borger)*

Ruth has a new role, and will she still participate? **Suzanne will reach out to her to confirm.**

- *Develop slide deck and guiding document (intended for training Extension specialists, educators, agents, etc.) to present best practices for communicating Extension's value and relevance. (Michelle Olgers)*

Michelle has a question on the slide deck. She did for VA (?), so she has something developed. In order to create for SR-PLN, how does she change up the branding? Frankie said to go to the website, and Faith said there is logo file on website she can use. **Michelle will follow up with Ruth and report back.**

- *Further develop common measures for evaluation with assistance from the PSD committee. (Elizabeth North)*

Elizabeth is not on call. No one has heard from her.

- *Develop and launch #hashtag campaign for Extension regionally/nationally. (Elizabeth North)*

Is anyone working on the hashtag campaign. Frankie talked with (someone?).

Any additional comments with regard to the Plan of Work?

Michelle said that there will be a PLN conference in Orlando in June for 1890s that she is submitting proposals to. She hasn't attended before. She will submit a proposal on section 508 compliance training Her question is what is the recommendation for her submission? Does she develop based on information from Anna's presentation or does she invite one of them to attend and present? Although there is a timing conflict with the ACE conference, and Anna would probably rather go to ACE.

There is discussion over Anna's presentation details, the legal issues she covers and showing an example of a newsletter in Word. Attendees learn to use the ADA tools in Word and Adobe, and she addresses each issue. Everyone learns on same template, and it really helps with taking unknown out of learning compliance. She gave them templates to take home and adapt that

are ADA compliant. She could possibly provide her presentation and templates and teach someone else to do, ff she has conflict with ACE.

Michelle will reach out directly to Anna. Maybe the regional training will occur before this conference. Dates for the AEA system-wide conference in Orlando are June 21-25.

IV. NEW BUSINESS

Updates 1862/1890

Are there any PLC updates from 1862 or 1890 representatives? Michelle has a meeting in Atlanta next week and has only had one call-in meeting since the August PLN meeting. There is nothing substantial to report.

Electing a Replacement Chair

The replacement has to be a 1862 representative. If Suzanne is comfortable with moving up, is there an official way to handle this? Someone will reach out to Zeke to find out if he can volunteer a new person for Texas since he is leaving. Frankie said the group should ask for volunteers first, perhaps someone with a few years of experience. Angela noted that someone could fill in as chair for one year and then Suzanne could move up. Frankie asked if Faith would do. Faith said she would volunteer unless another member wanted to do. Suzanne said she will send this out as a vote.