

- I. **Roll call:** Suzanne Street (Chair, University of Maryland Eastern Shore), Dawn Anticole White (Vice-Chair, Clemson University), Daniel Nonte (Secretary, North Carolina A&T State University), Dr. Gina Eubanks (administrative advisor, Southern University Ag Center), Julie Hayworth-Perman (North Carolina State Extension), Latasha Ford (Fort Valley State University), Tobie Blanchard (Louisiana State University Ag Center), Blair Fannin (Texas A&M AgriLife Extension Service), ChaNae Bradley (Fort Valley State University), Hayley Pierce (University of Kentucky).

Suzanne welcomed new members: Julie Hayworth-Perman from North Carolina State Extension who was on the call and Tracy Courage from the University of Arkansas who was not able to join the call.

II. **Approval of last meeting's minutes:**

- The minutes were approved with Haley moving to accept and Dawn seconding. All were in favor.

III. **Nominations for Secretary:**

- Daniel Nonte of North Carolina A&T volunteered to serve as secretary for as long as he is in position to do so. He will begin serving during the next scheduled conference call. Dawn and Suzanne agreed to take the minutes for the day's meeting.

IV. **Domain Competency Descriptions, and Learning Objectives for Scientific Writing (Dawn White):**

- Dawn, along with Denise Attaway (also from Clemson) developed the curriculum for review by the committee. Dawn asked if there was a specific template that she was supposed to use to create consistency among the curriculum documents. ChaNae felt there used to be a template. Dawn offered to create a template that has fields for the three content headings, as well as definitions for each. Suzanne asked the group if they would be interested in having this, and those on the call agreed. Suzanne told Dawn she could email her curriculum in a draft template to the committee for their review.

V. **Domain Competency Descriptions, and Learning Objectives for ADA and Diversity Inclusion Communications (Tobie Blanchard):**

- Tobie had not had the opportunity to have enough communication with Frankie to follow up on the status of the curriculum. Tobie did state that Anna was still working on obtaining her 'train-the-trainer' certification. Tobie will work on compiling the curriculum. Michelle was not able to join the call to provide an update on the 1-pager, but Tobie did create a video and will add it to the Google Drive.
- Suzanne encouraged members to check in with each other between the scheduled quarterly meetings to evaluate when the ADA curriculum may be able to be compiled.

- VI. Best Practices for Communicating Extension's Value and Relevance Webinar and Slide deck (Ruth Borger/Michele Olgers):**
- Ruth and Michele were not able to join the call, so no update was available. This action has been tabled until the next meeting.
- VII. Common Measures for Evaluation (Elizabeth North)**
- Elizabeth was unable to join the call. This item has been tabled until the next meeting.
- VIII. Hashtag Campaign (clarity for minutes)**
- No update was available. This item has been tabled until the next meeting.
- IX. Section 508 Compliance Training Presentation at AEA Conference (Michele Olgers)**
- Michele was unable to join us on the call. This item has been tabled until the next meeting.
- X. Plan of Work – General Discussion**
- Suzanne Street discussed increasing the frequency of communication among the members of the SR-PLN Communications Committee via email. In addition, she has requested photos and short bios from every member. A resulting document will be posted on the committee webpage.
  - Suzanne invited discussion on the Plan of Work. Dawn and Suzanne discussed ideas to develop onboarding information for new members that includes instructions on what information is available on the website and in the Google Drive and how to access, and also some suggestions for revamping the communications committee's website page. The URL for the website is: <http://srpln.msstate.edu/pln/com.html>.
- XI. New Business**
- ChaNae suggested that because there are several newer members, that maybe a Q&A type session could be held before the next quarterly meeting. Dan suggested creating a document that includes headshots and short bios for each committee member to help new members learn who is on the committee. Suzanne requested that all committee members send their headshot to her along with a short 2-3 sentence bio. Lisa suggested that the meetings be scheduled through ZOOM so that the video option is available. Suzanne will ask if an account could be granted for the communications committee. Dan stated that he just obtained a ZOOM license and could host the next committee call if needed, and he also mentioned that their group is experimenting with Microsoft Teams (an application for team collaboration that includes chat, video, and file storage features).
- XII. Next Meeting: Wednesday, May 6, 2020 @ 3 p.m. EST/1 p.m. CST**
- Suzanne reminded the group that there are additional items on the Plan of Work about which the group will need to begin discussion on sooner rather than later even though those deadlines are further out.