COMMUNICATIONS COMMITTEE

MINUTES

DATE 02/16/18
TIME 10:09
LOCATION SU 318

Meeting called by: Julie Cajigas, chair
Type of Meeting: Monthly Meeting
Presider: Julie Cajigas, chair
Note Taker: Pam Duncan, secretary

Attendees: Kathryn Budd; Julie Cajigas; Pam Duncan; Amy Freels; Kristin Foy-Sampson; Wayne Hill, Elizabeth Kennedy, Katie Timperio

Absent without notice: Marca Kaplar; Jeremy Kerola; Ian McCullough, Kelly Unger

Other attendees: Bob Kropff

Agenda topics:

10:05 – 10:10 CALL TO ORDER

JULIE CAJIGAS

Discussion:

1. The chair called the meeting to order. Approval for November 2017 and January 2018 minutes will be conducted electronically before the March meeting.

10:10:11 – 10:15 UNFINISHED BUSINESS

JULIE CAJIGAS

Discussion:

1. Committee discussed filling vacant secretary position. Chair asked for recommendations from the committee. Chair recommended Pam Duncan. Katie Budd seconded the nomination. Committee voted unanimously to elect Ms. Duncan as secretary.

10:15 – 10:38 NEW BUSINESS

JULIE CAJIGAS, WAYNE HILL

Discussion:

1. Bob Kropp, Senior Director of Integrated Communication, was invited to discuss existing University Communications & Marketing (UCM) initiatives related to accessibility. An overview is attached. UCM is responsible for uakron.edu, Qualtrics, WordPress, CashNet, SelectedWorks and other tools. Outside vendors are responsible for Brightspace, My Akron, Zipspace, faculty use of video/PPTs, and other resources. The committee discussed the status of web-hosted UA curriculum guides, noting their value as a recruiting tool, and considered this committee’s role in updating those documents. Discussions on that matter will be addressed separately and in concert with other campus constituencies. It was determined that the UC Communications Committee will draft a recommendation regarding accessibility protocols on campus, which may include an ad hoc committee with representation from various campus stakeholders. (i.e., CDO, Office of Accessibility, OGC, Mgr. Design/Development)

10:50 ADJOURN

JULIE CAJIGAS

Discussion:

1. Kristin Foy Sampson motioned to adjourn. Julie Cajigas seconded the motion. Member unanimously agreed to adjourn.

2. Next Committee meeting, March 16, 10:00 am, LH, 414