

## **Communications Committee**

### Agenda

Weds., Jan. 16, 2019, 4:30 p.m.

Room 10A

#### I. Old Business

##### A. Update:

1. Skyward/Activities Rosters loaded into Skyward - review actions/who assigned (from November meeting)
2. Improved Calendar System - Activities - Justin and John

##### B. Communication plan

1. Work on Goal 1, Strategy 1: Identify user group. . .needs (Survey)
  - a) develop timeline, plan and responsibilities for administering survey and analyzing results
  - b) Review current survey questions, add more, refine -- general across user groups and user group-specific
  - c) Web design budget?
2. Work on Goal 1, Strategy 2: Improve MSA website
  - a) Discussion - MSA Website critique
  - b) Assign research on other school websites
3. Discuss Goal 1 Strategy 2 Tactic 2- website ADA compliance - do we need a subcommittee to work on this? (see Communications Implementation Plan)

#### II. Next Meeting: Weds., Feb. 13, 2019, 4:30 pm, Room 10A