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## *Communications Committee*

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Annual Report 2019-20

<p><b>Banner and Wayfinding</b></p>	<ul style="list-style-type: none"> <li>• Taking direction from way-finding signage project that was vetted and approved.</li> <li>• Collaborated with RJTF group for themes and positive messaging.</li> <li>• Created campus map with potential locations</li> <li>• Explored producing banners in house at print shop – discussed with Todd Hampton</li> <li>• Short term and long term messages</li> <li>• Images created for banners also replicated elsewhere on campus. (restrooms, monitors, homepage banners, etc.)</li> <li>• Coordinated with Sharrie Bettencourt, mission and values, fast facts kind of messages.</li> </ul>
<p><b>DVC Website and Online Audit</b></p>	<ul style="list-style-type: none"> <li>• Contracted and hired vendors to produce audit reports of the DVC website and online presence to assist with Guided Pathways (GP) entry and social media marketing initiatives.</li> <li>• Coordinated with vendors in accomplishing phase 1 of the audit.</li> <li>• Begin second phase of audit to determine new approaches in light of COVID-19 impacts.</li> <li>• Working on parsing phase 1 report to determine next steps.</li> </ul>
<p><b>SharePoint for Committees</b></p>	<ul style="list-style-type: none"> <li>• Research complaints and pain-points regarding non-standard document repositories for admin and committee work.</li> <li>• Approval of moving proposal of SharePoint as DVC standard for all non-public committee documents to AS and CC.</li> </ul>
<p><b>Guided Pathways</b></p>	<ul style="list-style-type: none"> <li>• Attend and participate in GP meetings to determine how best to facilitate communication requirements.</li> <li>• Assist with spec'ing and writing RFP for GP Interest Areas video vendors</li> <li>• Assist with the vetting and selection of final vendor</li> </ul>
<p><b>DVC Website Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Committee members review and approve new DVC website search. Committee members assist in getting DVC community to “train” search results by submitting</li> </ul>

mapping preferences.

- DVC communications “Hub” approval. This would create an enhanced blogging platform for DVC community to promote programs, discuss college successes, and create awareness of important topics.