

Status Update: Public Information Office

Recommendation 1: Work within shared governance to develop social media and student email guidelines

Progress: Both of these items have been completed

Recommendation 2: Develop workflow system along with job priority criteria and share with campus community.

Progress

- An online form has been developed and is in operation.
- New requestors are being directed to use the form
- We did a “How to get your job done” training at Professional Development Day in Fall 2016
- Individuals are still attempting to “go around” the process, so we have to keep gently encouraging them. Some are more resistant than others.

Recommendation 3: Purchase and implement electronic signage

Progress: This has been researched and a Program Plan / Budget Request was submitted in 2016. However, it was not funded. It will be resubmitted in 2017.

Recommendation 4: Work towards successful implementation of Website CMS, including internal marketing

Progress: Completed