

Committee Charge:

General Charge

1. Make general website updates and improvements, as needed or as directed by the LAUC President or Executive Board.
2. Review and update [LAUC Website Guidelines](#), as needed or as directed by the LAUC President or Executive Board.
3. Schedule and manage [Meet Our Members](#) posts.
4. Find and post news stories on the LAUC website.
5. Manage and administer the LAUC listserv(s), in conjunction with the LAUC President and Secretary.

Specific Charges for 2022-23

1. Implement the updates and evaluate website needs (functionality, accessibility)
2. Review Meet our Members process including questions
3. Establish website usage statistics
4. LAUC Slack
 - Determine if the usage to date would justify obtaining a paid account for LAUC
 - Gather information on the costs and upkeep needs of the Slack
5. Listserv
 - Investigate using Google Groups or something similar to send something as LAUC Exec Board or LAUC President rather than relying on individual emails
6. In coordination with the RPD Chair:
 - Update grant recipients table process -maybe with a Google form or something similar
 - Make logo for acknowledgment for grants easy to find
7. In coordination with the DEI Chair:
 - Continue to make webpage a hub of information for LAUC members and other interested stakeholders
8. In coordination with the CPG Chair:
 - Making a list of LAUC vocabulary and acronyms available and searchable
9. In Coordination with the Chair for the Task Force on Academic Status
 - Determine if they need their own page on the website
 - Decide what should be on this page

Summary of Action Items:

- Updated and maintained LAUC website including updating grants recipients table.
- Added news items to social media channels.

- Met with FivePaths (website hosting) to discuss next steps in updating website and bringing up to compliance with security and accessibility standards, as well as implementing analytics we can access.
- Presented website update and ongoing maintenance proposal to LAUC President and Vice-President.
- Archive guidelines posted on the LAUC website.
- Began identifying internal protocols that need documentation including the Meet Our Members process.
- Recruited Angela Chikowero (UCSB) as the News & Social Media Coordinator

Communications Committee Roster, 2022-2023

Sylvia Page (UCLA), Webmaster, Chair

Reid Otsuji (UCSD), Webmaster, Vice-Chair

Lia Friedman (UCSD), News & Social Media Coordinator

Joy Holland (UCLA), News and Social Media Coordinator (-December 2022)

Angela Chikowero (UCSB), News & Social Media Coordinator (March 2023-)

Marlayna Christensen (UCSD), Archives Coordinator