

Montgomery College
SOS Sub-Committee

Research, Marketing, and Communication Sub-Committee Report Notes
May 26, 2011

Co Chairs: Tina Bak and Denise Matheny

Members: Paula Carrasquillo, Mansur Tavakoli, Kathie La Martina, Page Whittenburg

Sub Committee met on May 9, 2011 with goals

- Roles and responsibilities of the members:
 - Mansur -research, Kathi-Customer Care, Paula-Web and Technology, Tina and Denise-Communication Plan and supporting documents
- Accomplishments
 - Inside MC articles
 - Announcement of committee
 - Survey out on physical space
 - Announcement of Mannakee Lobby changes
 - Timeline created to support communications plan (thank you Kathi)
 - Master Blog set-up to facilitate of full committee communication (thank you Paula!)
- Next steps
 - Complete Communications Plan including budget by July 1
 - SOS Web site ready for testing by August 1
 - Interface with the Creed Committee and other subcommittee chairs
 - next subcommittee meeting June 13, 2011