# All right, this is the CDCI communications update for the fall retreat in 2022.

Now, I'm only going to have 10 minutes at the fall retreat to go over everything, update-wise.

## There are three big updates that I want to share with you.

## One is an update on the annual priorities and where we got to with them as of last year.

##  Two, is that we have new CDCI WordPress sites that are now available for all project personnel and their projects.

## And finally, we also have a new CDCI communications manual and accessibility policy, which is going to change the way that we approach communications moving forward.

I'm Audrey Homan. You can reach me at, choman@uvm.edu. That email address is not intuitive. It is just UVM magic. Reach me out to me over email, and you will get a one day response as much as humanly possible. If you have something you need a response that same day come find me on Teams, using the Chat function. I don't use telephones because my hearing loss is fairly extensive, but I love video conferencing, because you can turn on the captions.

I generally work remotely and I will try as much as possible to fit my hours to your needs. We all have families. We all have households and vibrant exterior lives. So I'm happy to work with your schedule to make a better schedule meeting happen.

And moving forward, I'm going to send out weekly updates via the communications channel in the CDCI All team inside our Microsoft Teams ecosphere.

(I do also have six dogs and I am told that I make amazing enchiladas.)

Now this presentation, there's a lot of information to cover. That's why you are currently watching it as a captioned screencast or you're reading it as a human readable transcript. We don't expect you to take it all in today.

### But the thing that I feel really strongly about is that if you don't get a chance to ask your particular question during the fall retreat or you don't feel comfortable asking your question during the fall retreat, come find me afterwards.

### There are no unimportant questions.

If you are thinking the question, someone else might be thinking the question and it's important that we're all on the same page moving forward.

# Now, starting with our annual priorities from FY 22, that was last year.

### One of the priorities was to create project brand videos.

We currently have 11 of the 20 projects have brand videos. They're they're small, they're short, they're amazing.

Everyone's done some amazing work summarizing what their project does in plain language and sharing them out. And we've been lucky enough to have ASL interpretation for all of the brand videos we've recorded so far. We're also working with projects to determine where and when translation into additional languages, languages, other than the default of English, which is what we are recording in are necessary for brand videos.

We're going to keep on working on those brand videos throughout this year to make sure every project winds up with one.

# Another priority was to update all project websites.

## We are currently at 17 project websites out of 20 that have been updated.

The last remaining three are on my short list for fall 2022.

## Additionally, were able to overhaul the entire CDCI website: the research section, the academic section -- there's now a brand new news and events section.

### And we did it largely with the help of our CAC who provided some very useful feedback, not just to us, but to the UVM web team.

In fact, some of the things that the CAC brought up about our website, we were able to present that to the UVM web team and create changes in the UVM web team's policies for the whole entire campus, to make UVM websites more broadly accessible.

# We also launched a podcast, CDCI Connects.

## Right now, the podcast is available on our YouTube channel.

We had six episodes in the first season and we're currently slated to release double that number for this second season. The first four episodes have already been recorded. The first two episodes of this season have been already released.

Again, you can find those on our YouTube channel and moving forward, you'll find them as part of our resource database.

What we did is we wanted to launch the podcast in what's called a “soft launch” to make sure that the project is sustainable for us at the Center. To make sure that we weren't going to be, you know, just throwing out a bunch of products and working with people that we care about dearly and then not being able to move forward to continuing to tell these stories.

So this year they are going to be available as an audio format using the larger podcast subscription platforms, such as Spotify and iTunes and podbean. And we wanted to thank everyone who has already worked with us to produce episodes.

About 40% of our guests in the first season were self-advocates or family members of self-advocates. There was a lot of overlap with CDCI staff leaning in to do some of the interviewing.

### Important: If you are a project director, project personnel, or if you're involved in research here at the center, we still have a number of spots available for the second season.

And we would love to have you come on the podcast and talk about what you do.

Or as you are creating events or creating conferences, please reach out to the folks that you are hosting at your events at your conferences, your keynote speakers, your presenters in general, and see if we can bring them on the podcast.

We are lucky enough to be able to offer a $60 stipend to self-advocates and family members of self-advocates for appearing on our podcast. We are trying to pay folks fairly for their work.

### Wait, what happened to Life Histories?

Right? So here's the scoop on Life Histories. Life Histories is 95% produced by, Green Mountain Self Advocates (GMSA). And they took a couple years off from the project. And we respected their decision in this matter.

M forward with this year, they've returned to Life Histories; they've officially contracted with us to produce two new Life Histories this year, in addition to our podcast episodes. We are incredibly excited to see what they are able to produce this year.

# Another one of the annual priorities last year was to create a resource database for CDCI.

I've pulled together a quick timeline to show the, the general phases of creating the resource database.

* We came up with the idea and formalized it in September of 2021, presented it to all of the project directors. And everyone was really excited about it.
* We weren't able to start building it until January of 2022. The build phase continued through May of 2022.
* At the beginning of June, we were able to get in our early adopters. Those were a number of projects who were willing to play with us in the sandbox. They were very forgiving when things broke or they wanted to create different models of things that we had not discussed previously. It was a lot of fun to work with a number of these folks, specifically shouting out to Maureen Nevers at AAC, the CDCI CARES Team, the UVM Autism Collaborative, and Vermont Continence Project, all of whom leaned in and asked a bunch of great questions.
* So going into September, we can finish building the resource database. The thing that has to be finished up at this point is we have to take all of the project website streams and knit them together into one CDCI organizational stream. So that what you wind up with is a searchable database where people who are searching for resources are able to search across all of the teams who are contributing resources to databases. And the launch of that knitted stream is currently set for November of 2022.

# This means that CDCI WordPress sites are now available.

## Every CDCI project can host their own WordPress site on CDCI's server space.

They are UVM server space that we are able to use to host our own WordPress builds. We can add different themes or different plugins.

Each CDCI project can have multiple sites to address different needs because they all will feed into the same CDCI resource database.

We will work with you on any additional plugins you might need. We will work with you on any additional formats you might need.

CDCI is modeling specific accessibility and translation plugins for the UVM web team. There's a lot of discussion around accessibility and WordPress provides a lot of tools that are useful in this regard. We want to be able to show the UVM web team and IT leadership a demonstration of what these can look like in action.

## An important note here is that these WordPress sites are designed to replace existing CDCI Google Sites, and take the place of additional ones being created.

UVM specifically refuses to allow us to create Google Sites. There are concerns around the legality of them. There are concerns around the accessibility of them. There are concerns around the security of them.

### Existing CDCI Google Sites need to be retired by October 31st, 2022.

That's coming up fairly shortly. But the idea is that if you have a CDC Google site, I can work with you to transfer your resources into a CDCI WordPress site that is hosted at UVM, or find additional solutions for you.

Some of these WordPress sites are simple resource databases, others host discussion forums. They have various levels of security and public visibility to them. There is really a lot of flexibility that we have in building dynamic websites, for projects that projects can update themselves. And that's kind of exciting for everyone involved.

# Brand new this fall is we have a CDCI communications guide!

All right, it's 20 pages long -- resist the freak out, resist the freak out -- it's 20 pages long, and if you want to read the whole thing more power to you. I wrote the whole thing. So I've read the whole thing.

But it's really designed to be searchable.

When you have a question in the moment, you can search on a specific topic or a specific keywords, and it'll take you to a section that is exactly about the topic that you're looking for.

Among the other things that the Communications Guide covers are types of communications support, how to get communication support, there's a guide to media and website production, and there's all about fonts, colors, logos, and documents, templates. There's a style guide.

We’ve tried to anticipate any questions that folks might have right off the bat, but we will be updating it on a regular basis.

You can get accessibility audits of documents and other websites and presentations. You can coordinate news and media coverage through the CDC I Communications Guide. You can find out how that works. You can find out what UVM’s policies are around talking to the media, and you can get also figure out how to get event support through the guide.

## Where does this beautiful guide live?

### It lives on Microsoft Teams inside the CDCI All team in the communications channel, under Files.

It's actually pinned to the top of the screen, under files.

# CDCI also has a new accessibility policy.

### It's brand new and it's in draft format, which means we are asking for feedback from staff by October 31st.

On this draft of an accessibility policy, it covers accessibility for Drupal sites. It covers accessibility for WordPress sites. It covers accessibility for documents. It covers accessibility for events and presentations and flyers and brochures. And anything else you can think of?

We hope we've gotten it all, but we clearly will not have gotten it all. So that's why we're asking for feedback from all CDC staff.

Providing feedback is not mandatory, but this is your opportunity to weigh in and make sure that your voice is heard.

We're hoping folks can do that by 10/31, by this coming Halloween 2022.

### You can find the draft of the CDCI accessibility policy on Microsoft teams in the CDCI All team under the communications channel again in the files section.

It is not pinned, but it is one of only two loose files hanging about in the files area. It is called, uh, the CDC accessibility policy.

# I just covered a ton of information.

## I would love to hear your questions because it's, it's pretty daunting trying to work all this stuff out without you weighing in and letting me know how things are going, how things are working out for you.

So if you have questions, please feel free to ask them as much as possible at the fall retreat.

But when we run out of time for questions, please come find me on teams using the chat function. We can jump into a video conferencing session together. We can jump into zoom or you can email me your questions, or we can grab some time at Mann Hall outside. I am masked. And so I ask that if we're meeting inside, you be masked as well, or if it is gorgeous outside – y’all it's fall in Vermont. There's a number of beautiful picnic tables and, and additional open areas that we can, we can hang out and chat face to face outside if that's your preference.

You have a number of different options. I just want to know your questions.

I'm really hopeful that we can have a stellar year for communications this year.

I'm incredibly impressed with all of the work that the projects did last year. All of the passion that everybody brought to their work. And I can't wait to see what this year brings.

Thanks for listening.