Web Committee - Meeting Minutes

September 12, 2014 - 1:30pm – 3:25pm

Present: See Google Docs Website Committee Member List

Next meeting: September 19th, 2014 Main Campus Library Room A-116 1:30PM

I. Announcements
James starts the meeting with no new announcements or introductions.

II. Agenda

Approval of Minutes – During the approval of minutes Matt suggests the linking of Website Committee minutes to Google Docs to save space on the host site’s local disk. James explains that anything that needs to be saved and not altered further would be saved as a PDF on the site rather than linking via Google Docs, and anything else that would have items that are changed may be saved Google Docs. Matt talks briefly on version control regarding minutes and other documents that are on the Website Committee website. He explains that every member of the committee should be on the same page. Dave suggests sharing any google docs with anyone with a hartnell.edu email address. After discussing version control and standardization of Website Committee documents, Deborah suggests a change of minutes on the last line of Minutes from 9/5/14 from the word “convened” to “adjourned” - the Committee agrees.

Additions to Agenda - No additions to Agenda

A - Z Index Audit Results - Brief overview of what was found in the audit. James suggests prioritizing and fixing all bugs or errors that are on the page. James elects himself to take the first round of problems on the page. The Audit result will be available to Committee member on the shared folder in Google Docs.

- Matt suggest Minutes volunteers in case Angel is out sick

Committee Website - James talks of the Website Committee website and how Angel will create a blog that will showcase new changes to the site and allow faculty to comment and add to
changes they have made to their site. The blog will primarily focus on any website updates that are made.

**Focus Group Updates** - Megan via telephone mentions that Thursday 9/18/14 Frank will be available to observe students who will go through the website in a focus group in order to give feedback regarding the site. There will be usability testing which will have to be done prior to the launch of the site. Dave mentions that he spoke with Augustine in order to send faculty to the PDC on Thursday 9/18/14 for testing of the site. Amy suggests asking adjuncts for help in usability testing of the site or joining a focus group.

**Home page Changes** - James brought up changes that have been made to the site such as changing the “Donate” button to “Future Students Apply Now”. Dave suggests switching “Future Students Apply Now” to an “Important News” button or an “Alert - U” button. James also brings up the change to the slideshow that will be done. He will take away the thumbnails in the slideshow.

**Main Navigation Changes** - There are talks about asking students for help by looking for ways to standardize looks and fonts on pages throughout the site. Matt brings up asking Esmeralda to be on the committee to help with the front page slideshow which will help market important information to students.

**Functional Footer** - James brings up Utah.edu and shows the Committee the footer. James asks the members of the Committee to search through websites that they like in order to suggest ideas for footer content.

**Athletics Update** - James has been working with Athletics very closely. There have been talks about prestosports.com and how the Athletics department already uses some information from their site to use on the Athletic’s website. James talks about creating a website using Prestosports and linking it to the website. This will help the Athletic Department with time spent updating the website because Prestosports already updates all sports information on their websites.

**Academic Affairs Update** - Alicia mentions that Lori Kildal has asked her to gather a subcommittee in order to create pages that need to be updated immediately. Their committee will step away from their desks in order to work exclusively on the website. This is important because some departments have been switched around and it will create a very drastic change to the website. Matt suggests making changes that would be best for students. Deborah asks to have the focus groups suggest what would work best for the website. There is also talks from Matt and James about alphabetizing the website menu to make it easier to find items.

**Flash Embedding Update** - James shows how flash embedding works by showing “How do I Use Paws” page to demonstrate flash video. Deborah brings up that Apple products cannot use flash and that there may be a problem with the videos.
FAQ Discussion - James talks about how any department can have a page called FAQs but that there should be a standardization of the pages. Lindsey suggests standardizing questions by formatting them as to what department or area the question pertains to. There are talks about how some FAQs are misleading because there is not enough information in the question regarding what department the question may be from. Everyone agrees that the departmental area should be typed in before the question in order to make it easier for students to figure out where the question will lead them.

Drupal Users Group - This new Users group will allow any faculty member to join in order to showcase anything that they have learned and would like to show faculty members. The Website Committee will be home for the Users Group.

The meeting ended with a Question and Answer Session

- Angel asks whether there will be talks with faculty about getting pages to not show calendar of events and social icons on each page that is created.
- Deborah asks whether she would be able to create a FB page for the library

and was adjourned at 3:25 pm.