Web Committee - Meeting Minutes

October 31st, 2014 - 1:40pm – 2:40pm

Present: Deborah Stephens
James Fitch
Angel Rodriguez
Nancy Wheat
Dave Phillips
Alicia Ramirez
Dawn Henry

Next meeting: October 14, 2014 Main Campus Library Room A-116
1:30PM

I. Announcements -

Before starting announcements, James Fitch discussed the previous minutes with the committee. James brings up website update that was discussed at the last Website Committee meeting and mentioned that he is not awake during the times that were discussed previous. Those times were roughly around 4am to 4:15am. Dave Phillips mentions that there is the possibility of doing an update at 6am. The discussion about the update ends for further discussion later in the meeting. James brings up more topics from the last meeting such as adding the deletion of pages for user on the website. James mentions that there is an issue regarding deletion because depending on when the page was deleted, he may or may not be able get it back. There was a case where someone deleted their page and came to James for help. The fortunate thing is that the page that was deleted was still on the test and dev environments in the site so he was able to retrieve the information and update the page that was deleted. This is not always the case because sometimes there could be a new update to test and dev environments that could wipe out information that was not updated prior to deletion. James cautions the committee in regards to what is deleted and when it is deleted.

James Fitch continues the conversation by stating that the website can easily become broken depending on what users do and how much permission the user has throughout the site. Most users, however, do not have enough permissions on the site to cause much harm. When working on the site, James uses a three tier system in which he develops content on the dev
environment then moves it along through the test website. After he is fully satisfied with what he has been working on, James moves on to the live site where the content is accessible to both users and non-users alike.

James Fitch has also been testing new modules in which he does the same process that was mentioned above.

**Announcements Continued**

James Fitch starts the announcements with asking the committee about the header log-in alert and whether or not it should be taken down. The committee agrees that it may be removed. There is a change in times from when paws will be down. Instead of being 8pm-2am the times have changed from 8am-2pm. This new change will be added to the homepage. There will also be the addition of “Website will be down Saturday at 10pm for regularly scheduled maintenance” to the front page header although the time when the website is down may change. Dawn Henry mentioned that day that it may be able to go down is marked as the 10th of November which is a three day weekend. This will allow for James Fitch to work on updating the site and modules.

**II. Approval of Minutes**

**Approval of Minutes** - Minutes were approved by committee members.

**III. Agenda**

**Additions to Agenda** - There are no new additions to the agenda.

**Home Page/Menus, AZ Index - requests, additions?**

**Home Page Slider** - Dave Phillips has had people mention to him that the homepage slider should be updated. There has been talks about the expansion of the paragraph not being liked and that it should be removed. People seem to like the small statement/phrase that takes up one line, however the expanded paragraph that pops up after that is not being read by students or others who are visiting the page. James Fitch adds on to this by saying the slider should be changed at a minimum of once a month to accommodate for news and events that are being broadcasted to the general audience when visiting the page. The updates should be sent and reviewed by Marketing in order to know which areas need to be updated and have them join in on the Committee side of the website. The committee also thought of creating redirect pages for the slider in order to allow users to read more information that is being broadcasted if there is a need for it. This will delete the expanded paragraph and take care of what was not being liked.

**Need a Calendar of Events View** - James Fitch has had requests to add a view where Events are shown for just one area in the site, similar to how the FAQ pages can be shown for
just one area. This will allow for page owners to showcase what upcoming events are being held specifically on their page without showing other site section events.

**Angels development of Ads** - James Fitch speaks to the committee about the development of ads that Angel Rodriguez has created on the homepage. The committee agrees that they came out well and has approved them.

**Site Ownership List** -

- Current Bug List
  - Link styles
  - Table Styles
  - Side Menu Top Title
  - Upload multiple directories and create subfolders (how about in main directory)

**Athletics website update** - James Fitch spoke about needing to turn in a form that he worked on with Joanne. James still has to meet in order to go over websites in order to find a suitable website or items that are going to be on the Hartnell Athletics website that is being made by PrestoSports. James was having trouble getting an update from the Athletics side but was fortunate enough to be able to sit down and get it done and turned in. The Athletics department wants to name their website *hartnellathletics.com* and James has asked the Committee if this is ok. The committee states that any site that is linked to Hartnell should be a *edu*, but this issue is something that the Website Committee will pass over to the Tech Committee in order to get the name resolved.

- Along with the talks that James had with the Committee about the Athletics website, there were also talks about the loss of domain names. Dawn Henry brings up the fact that her website *centerforadvancedtechnology.com* was on the verge of losing their domain name and how easily it could happen to the athletic department if it is not paid for in time. Something that happens frequently.

- Deborah brings up an issue with FAQ on the top header navigation. She brings up the fact that there are too many areas where FAQs are displayed and wanted them in the About section of the Homepage. The committee talks about which areas should and should not have the FAQs and decided that deleting the links from Academics and adding on to Students would work well. So now there are links to FAQs in both About and Students, but not Academics.
- James is going to send out an email to everyone about joining the Student Portal SubCommittee.

The meeting ended with a **Question and Answer Session**

- No Questions were asked

and was adjourned at 2:40 pm.