Web Committee - Meeting Minutes

October 17th, 2014 - 1:30pm – 2:45pm

Present: Laura Lark
Amy Taketomo
Lindsey Bertomen
Angel Rodriguez
Nancy Wheat
James Fitch
+1

Next meeting: October 31, 2014 Main Campus Library Room A-116
1:30PM

I. Announcements - Monday changes
James Fitch starts the meeting with announcing that passwords will be reset on Monday for all faculty, staff, and students. This will reset PAWS password which will need to be logged in with employee or student ID number. Alerts have been placed on the website homepage right below the header in order to remind people of the upcoming change as well as the email that is being sent to employee and student’s email addresses.

II. Agenda

Meeting Dates and Times - Should we meet on Halloween? - The members who were present approved of meeting on October 31st.

Approval of Minutes - Minutes were approved by committee members who were present.

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

Home Page/Menus, AZ Index - requests, additions? - There are no new additions to the AZ Index or menus.

Monday Changes - Logins, we will test AD for website and hopefully that will work also.
Google Analytics - Show and tell - James Fitch showed the Website Committee members what can be done with Google Analytics by bringing up the Google website and showing how many people are still accessing the old website. James also showed the members what pages are being viewed the most and from what states and countries the users are viewing the pages from.

Redirects - “Automatically create redirects when URL aliases are changed.” - that was creating an error due to the cache - turned this feature off.
There have been reports to James Fitch about website redirects that have been appearing throughout the page when a user was editing their page. James figured out that there was a redirect that was created when the user updated the title of the page by changing it. This created a redirect to the old pages name even though it was still the same page. James has fixed the problem by turning off the feature that created multiple redirects to the same page. There will be a new process that will have to be done in order to obtain a new redirect and that will have to be done by James.

Weekly Maintenance Times - when is best for core and module updates? - James Fitch asks the committee when would be the best time for a website update to Drupal core and modules in regards to website not being in use by faculty. Lindsey Bertomen asks if the update could be the same day and time as the Etudes updates which are during 4:00-4:15AM. There are talks of having the updates on Sunday so as to not disturb any new updates that Faculty is making tp the site. Amy Taketomo asks James if the updates would be announced in order for Faculty to know when not to go on the site or in order to work before or after the updates.

Current Bug List

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

Allow users to unpublish - added publish tab and “unpublish” to moderation tab - James Fitch has allowed users to to un-publish their pages that are not in use or any test pages that the user has created. This new feature may go away in the future, but for now James will allow users to keep the new setting.

Pages added - Logos/Style Guide, Social Media Page - James Fitch shows new pages that Angel Rodriguez has created which are the Logos and Style Guide as well as a Social Media Page that lists all the social media sites that are connected to Hartnell College.
- James Fitch brings up that since there are a lot of updates on news and events that are being updated on the Facebook Page, maybe there could be a connection between the Homepage on Hartnell’s website and adding in a module or something similar that will feed in new information from Hartnell’s Facebook page.

**Athletics website update – No word from Athletics**

The meeting ended with a Question and Answer Session

- Amy Taketomo asks what exactly the new web portal will be and if it will be similar to a block setting format which will allow faculty to rearrange their homepage and if the portal will work with PAWS. James Fitch answers by saying that the new portal will be a one stop tool that will have class schedules and grades.

- Nancy Wheat asks how long the old website will be around. James answers by saying that keeping the website up is not an issue and there is no hurry in bringing the website down. James is closely monitoring Google Analytics in order to see which pages are still being accessed the most and has mentioned that maybe there will be a period in time where he will check where traffic on the old site has diminished and he will then start to kill of sections of the page which are not being accessed. The sections will either be removed or redirected to the new page in order to show users that information should be on the new site and allow faculty to start moving over material from the old site into the new one as soon as possible.

and was adjourned at 3:25 pm.