Web Committee - Meeting Minutes

September 5, 2014 - 1:30pm – 2:45pm

Present: See Google Docs Website Committee Member List

Next meeting: September 12th, 2014 Main Campus Library Room A-116 1:30PM

I. Announcements

David starts the meeting by introducing Kyle Billups who is the webmaster at Gavilan College. Following the introduction. David addresses the new format for the Website Committee meetings which will involve an agenda and minutes.

II. Agenda

Meeting Times – We discussed the next available meeting times which will be Friday September 12th in room A-116 at 1:30pm.

Additions to Agenda - Deborah would like to add another topic to the agenda regarding informational guidance and copyright. Members agree to set topic to today's agenda. Olivia asks the committee whether the new website would be in different languages such as Spanish which would help students and parents alike. David asks whether she would like to add it to the agenda. It was not added.

Meeting Formalization - David addresses the committee on the new formalization of the Website Committee meetings.

Membership - Members bring up adding a mailing list and address the attendance of the meeting. There were thirteen members who attended which included a guest(Kyle Billups). The committee agrees that there needs to be more groups who attend the meetings in regards to what needs to be worked on in the website from groups that are missing the meetings. Need faculty to reach out to other faculty members in order to start adding items from underrepresented items on the page.

Unauthorized Page Changes - Everyone agrees that unauthorized page changes should not
Focus Groups Report - Megan, who was heard through Skype voice call, mentioned that she needed help and was working on gathering focus groups to help answer questions regarding the new website. Dr. Augustine was mentioned as an available resource in order to gather students to participate in the focus group as well as Frank in the Tutorial Center.

A-Z Index - Angel addresses the committee about what he has been doing since his inception as the new Web Development Assistant. He informs everyone that there is still a lot of work to do in regards to forms and in numerous areas of the site that need to be updated from the old site to the new site. There is also work that needs to be done on the left menu tabs and subtabs that he will address with James(webmaster).

Programs and Disciplines - The process of creating the dropdowns is being done. Areas will have drop down for certifications as well as degrees. this info will be taken from the old website and formatted into the new website.

Requested Homepage Change - Matt Coombs addresses the committee about the future changes that will be done to the homepage. Everyone agrees that the slideshow is too large and Matt shows his alma mater’s website (http://www.utah.edu/) and describes the functionality and how some items can be mirrored from that site into the new site. Homepage web design is a concern. Committee agrees that there is too much information and should be simplified by moving around ads and action buttons such as register and into the banner area as well as right audience menu to the banner. David addresses the committee that the website will go live on September 29th and will have a feedback area that will help address any changes that would need to be made. Committee also agrees that there should be a shift towards the homepage as soon as possible.

Informational Guidance and Copyright - Deborah informs that there has been additional information added to the definition of copyright in order to help faculty understand what can and cannot be placed on the website.

The meeting ended with a Question and Answer Session and was convened at 2:50pm.