

**MIRAMAR COLLEGE
WEB SUBCOMMITTEE**

**September 26, 2013
12:15 – 1:15 p.m.
Room L-107**

Meeting Notes

Present: Rex Heftmann., Bill Smith, Ryan Monroe, Greg Newhouse, Buran Haidar, Sandi Trevisan

Absent: Temmy Najimy

I. Call to order at: 12:20

II. Welcome

III. Approval of minutes of August 22, 2013 meeting: Minutes approved

IV. Guest

Buran Haidar attended to discuss college governance. Discussed who posts minutes, agendas, etc. Buran was concerned that individuals should not be posting committee items that have not been approved. Kurt stated that end users should post content, but exactly *who* that was would be up to the responsible area/party. In the context of governance and posing committees and agendas, the CGC would make whatever decision they wished on this subject – whether it be one person responsible for all committee documents or the individual chairs, etc.

To resolve the immediate issue of committee pages being out of date, it was agreed that Buran would send to Bill Smith the current information by Oct. 7, and that Bill would go through it and make the updates. A CGC designee would then do a final proof. Rex Heftmann disagreed with the notion of dumping such content updates on the webmasters lap. Kurt disagreed as well, as a *continuing* responsibility, and stressed it was one time to solve a long-standing problem.

V. Open Issues: *All items tabled due to length of previous discussion.*

1) **Workgroup Reports**

Usage Patterns:

Code Review:

Style Guide:

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VI. New Business

1) Website Emergency Messaging System

Sandi wished to discuss WEMS. Kurt explained WEMS for committee members as a district resource which, if it is activated, all campus websites will display the message that is posted at the district resource. Kurt recommended the campus adopt a policy that WEMS would not be disabled at the campus – e.g., if message is not appropriate for WEMS, it would be handled through district channels and not shut off at the campus level. Sandi mentioned no communication to end the message and that the “numbers and people (information) were not on the table”. Kurt recommended some updates to the system as well as that the committee push forward a recommendation that when WEMS is active, the district “man a phone”. Greg Newhouse mentioned that without this clear documentation, there can be questions of authority as well. Kurt discussed the need to a system that was more “designed” vs. the quick’n’dirty text-only system we use now, so as to accommodate things like per-campus messaging, timed messages, automated integration with social media, etc. Kurt agreed to work on a WEMS recommendation document.

2) Common Document Library

Discussion about repercussions of posting copies of documents that are maintained by the district (or other site). When district changes form, copies do not update. Should link to district original document. However, district needs to offer “permalinks” or make sure to send out notification when various links change. Sandi Trevisan suggested the Business Office (who is often a central form repository) be asked to be alert for submissions of old forms, and to check the website when they see them to ensure we are not hosting an old form. Sandi suggested this goes back to the overall accuracy issue, and this committee should push for the assignment of ownership along with the responsibility for timely (semesterly? monthly?) review.

Sandi Trevisan agreed to write draft of content ownership document, suggesting who should own what.

3) CEC Issues: Were discussed as part of guest discussion

4) All outstanding items tabled

VII. Adjournment

1) Meeting was adjourned at 13:25

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VIII. Wishlist

<u>Priority</u>	<u>Wish</u>
Months Out	Calendar
	Better file manager
	Better end user authoring experience
	Improve Security -- code review
	Improve navigation
1?	Improve search ("salt" terms to force number one result)
	Site Map
	Automatic DOC to PDF conversion?
	Drupal updates
	Interactive forms (e.g, mileage forms)
1	Usage Patterns (Analyze data) - train work group
	Online Training Page – how to's and FAQs
	Faculty Handbook Online
	Virtual Tour
	Lists -- single source (e.g., staff directory)
2	financial aid page remodel
1	Create page/train Janice

IX. Next Meeting: Sep 26, 2013 @ 12:15pm in L-107

X. Adjournment: Meeting adjourned at 1:15 p.m.