

## WEB STANDARDS COMMITTEE MEETING

Thursday, March 23, 2017  
CTX Conference room (LC-201)  
3:00 p.m. – 4:30 p.m.

	Last Name	First Name	Present
1	Aborn	Dr. Lucinda	
2	Banuelos	Javier	x
3	Basket	Shawna	
4	Bowman	Ty	x
5	Chan	Scott	
6	Chavez	Samuel	x
7	Gartrell	Ronda	
8	Gonzalez	Hugo	
9	Kyllingstad	Tim	x
10	MacDevitt	James	
11	Morgan	Vykki	x
12	O'Donnell	Patrick	x
13	Page	Elizabeth	x
14	Pang	Rebecca	x
15	Pirtle	Sarah	x
16	Walker	Miya	x
17	Vuong	Michael	x

## **CALL TO ORDER**

Meeting began at 3:08 pm

## **APPROVAL OF MINUTES**

Miya Walker motioned and Sarah Pirtle seconded the approval of the January 26, 2017 minutes.

## **UPDATE ON DESIGN TEMPLATE AND ARCHITECTURE**

The committee received an update from Miya Walker on student feedback regarding the website. Students felt the website needs a larger font size and a larger blue navigation panel on the top-right page. Students surveyed stated the “student life” button draws their attention the most when visiting the page. Committee also discussed the visibility of the College’s district scorecard and where it should be placed.

## **ARCHITECTURE**

Miya Walker said Public Affairs had met with Financial Aid to discuss and review the website templates and landing pages. The response was positive. The Public Affairs team reiterated it will be working directly with high traffic departments, but will not be directly working with the entire campus prior to the website deadline. An email announcement will be made to all departments to have their links and contents ready prior to the deadline to submit materials to OU Campus.

Ty Bowman also mentioned Public Affairs is still waiting for the new servers to be installed for the website. The idea is to condense the content and style them in the current OU campus template prior to receiving an update from OU campus. OU campus will build out the website and will include the update for Public Affairs to review. Final changes would be made prior to October 2017. Ty Bowman also mentioned Sharepoint files could not be imported to OU Campus because of compatibility issues with the website. Samuel Chavez seconded the statement. Samuel Chavez and Miya Walker assured the committee that Public Affairs has been working with all departments and faculty to transition content and files to OU campus or on Canvass.

Vykki Morgan suggested sending another announcement to all faculty reminding them the College will be migrating to OU Campus. If they need assistance, they should contact the web administrators. The committee agreed. Vykki Morgan also agreed to take the lead on the request.

## **ACADEMIC PAGE DESIGN**

The committee expressed concerns regarding a degree one-sheet to be included in the Academic Page. Miya Walker cited Rio Hondo College's Academic Page as an example of a degree check system identified by faculty. Vykki Morgan suggested each department and department chair should be responsible for maintaining and updating the degree check sheets. The committee agreed the task can be accomplish, but will circle back with each academic division and department chairs for including up-to-date information on degree requirements and appropriate hyperlinks. If approved, Ty Bowman believes the information can be parsed into xml data and uploaded into OU campus and populate each sheet from one central source. Vykki Morgan also expressed that maintenance of these degree check fact sheets can best be accomplished if the department chairs and the academic divisions were sent reminders to check and update their website information on a regular basis. Vykki Morgan will follow up with faculty during the regular Thursday, March 30 meeting.

## **WEBSITE LAUNCH TIMELINE**

Miya Walker stated President Fierro wants to launch the website by the end of fall 2017 semester, including reviewing the content and quality assurance. Miya Walker also reiterated the committee should expect the website to have issues and it is the task of the committee to ensure the website functions completely before launch.

## **UNIVERSAL DESIGN**

Ty Bowman reminded the committee the California Community College Chancellor's Office will be hosting a presentation on Universal Design—a refresh course on 508. The College needs to be 508 compliant by January 2018, especially with improving PDF accessibility.

Samuel Chavez expressed challenges with making files accessible without errors, including training web authors and departments on accessibility.

The committee agreed more effort needs to be taken to increase universal design accessibility on campus and make universal more accessible to web authors and trainers. Samuel Chavez has been leading the efforts on campus.

Tim Kyllingstad suggested inviting computer science students to participate and train as web authors to help support the web administrators. Vykki Morgan reiterated the need for faculty to be more responsive for understanding PDF accessibility—faculty cannot delegate responsibility to just web authors or hourly.

### **FINAL COMMENTS**

Ty Bowman reminded the committee OU campus needs all templates and files for at least 8-10 weeks and will hand back access to the College for test and review before fall semester.

Miya Walker stated the website review process will continue as planned and rollout will not be perfect. The committee needs as much feedback as possible.

Samuel Chavez also mentioned the weekly meetings with web authors about the website has been appreciated as the website deadline is fast approaching.

Ty Bowman also mentioned concerns with the Cerritos Trains U website, which is operated by Cerritos College Foundation, is not designed or operated by the College. There is an issue that it is not ready to be included in OU Campus. Miya Walker reiterated she will speak with the Foundation.

### **MEETING AJOURNED**

Meeting was adjourned at 4:34 p.m.

### **NEXT MEETING**

[April 27, 2017 at 3:00 pm](#)