

WEB STANDARDS COMMITTEE MEETING

Thursday, June 29, 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	Baskette	Shawna	
4	Chavez	Samuel	x
5	Gartrell	Ronda	x
6	Kyllingstad	Tim	
7	MacDevitt	James	
8	Morgan	Vykki	x
9	O'Donnell	Patrick	x
10	Page	Elizabeth	x
11	Pang	Rebecca	x
12	Pirtle	Sarah	x
13	Walker	Miya	x
	Vuong	Michael	x

CALL TO ORDER

Miya called meeting at 3:09 PM

APPROVAL OF MINUTES

Miya Walker motioned to approve May 11 minutes.

UPDATE ON DESIGN TEMPLATE AND ARCHITECTURE

Miya discussed the progress on faculty outreach.

Vendor will make a transfer of files on Sharepoint. However, Samuel Chavez identified the transfer will problems related to the html files—the content will be retained, however the files will need to be reformatted on the new platform. Faculty will need to reorganize the content, once the transfer is complete.

Depending on how much interest is generated, Public Affairs will set up several workshops with faculty and train them on the changes for importing Sharepoint files to OU Campus.

Samuel also suggested faculty will have access to several tutorial videos available on OU campus to learn about how to organize content imported from Sharepoint.

Vykki Morgan raised concerns with the migration, especially since some number of faculty are currently on vacation and are not available to learn about the migration and how to organize their Sharepoint files.

TIMELINE

Samuel spoke to the delivery manager with OU. The migration is going well, however, there has been several delays due to network problems on campus.

Miya and Samuel presented the committee a drawn out timeline on the progress from when the website process began.

Miya also discussed the format of the new Academic Calendar and Calendar of Events Public Affairs is working with OU Campus. A new template is under development.

Miya discussed next steps for Public Affairs, including scheduling website re-design meetings with the top ten visited departments. Meetings will occur in the next several weeks.

A style guide will be released to the entire campus next month for all designated staff to learn about the style requirements when editing website pages on the new website.

SOCIAL MEDIA GUIDELINES

Miya presented the social media guidelines. Purpose of the social media guideline is to ensure security, continuity, and consistency with the use of social media at Cerritos College. In the past several years, there has been real concerns with accessing college authorized accounts from students, who had exclusive access to the social media accounts and who had left campus.

The social media guidelines will ensure, privacy and confidential information is not released on social media, safeguard the use and creation of social media, and enforce proper usage of social media platforms, in the name of Cerritos College.

Vykki Morgan inquired about Org Sync's use on the new website and social media. The committee discussed accessibility issues with Org Sync and that it is currently being used by Student Activities. Sarah Pirtle mentioned Org Sync is currently being migrated to Campus Labs. Currently, Campus Labs has not provided late notices regarding the migration and it is expected to come with a large cost. The college may want to drop Org Sync in the event the migration to Campus Labs does not work out.

QUESTIONS AND ANSWERS

Vykki inquired about the Chancellor's Office is offering training on accessibility for free.

Miya brought to the committee's attention that due to a hiring freeze, the web administrator position, will not be filled. In the meantime, Public Affairs, Information Technology, and Human Resources are looking to reclassify the position to a senior web technician. OU campus has offered its support in the interim.

Rebecca Pang asked about accessibility issues across other campuses. Cerritos' accessibility is more advanced than other campuses.

MEETING ADJOURNED

Meeting adjourned at 3:54 pm