Web Standards Committee Minutes
June 14, 2018

IN ATTENDANCE:

- Javier Banuelos, I. T. Manager
- Samuel Chavez, Web Support Technician
- Ronda Gartrell, Student Success & Institutional Effectiveness Administrative Clerk
- Celeste Gomez, ASCC Student Representative
- Vykki Morgan, Professor of Educational Technology
- Patrick O'Donnell, I. T. Director
- Elizabeth Page, DSPS Counselor/Specialist, Associate Professor
- Rebecca Pang, Human Resources Technician
- Sarah Pirtle, Multimedia Production Specialist
- Christopher Rodriguez, ASCC President
- Miya Walker, Chair, Director of College, Relations, Public Affairs & Governmental Relations

CALL TO ORDER

Miya Walker convened the meeting at 3:04 pm

I.   REVIEW APRIL 26, 2018 COMMITTEE MEETING MINUTES:

- Miya Walker led committee members present in review of minutes presented from last meeting, April 26, 2018.
- Miya requested motion to approve minutes as circulated.
- Motion to approve by Rebecca Pang, motion seconded by Javier Banuelos, and motion carried by members present.
- Abstention entered for Elizabeth Page: joined meeting after minutes reviewed.

II.   INTRODUCTIONS

- Members present introduced themselves for the benefit of student representatives.

III. COMPLETE SHARED GOVERNANCE COMMITTEE SELF EVALUATION INCLUDING COMMITTEE GOALS FOR 2017-2018:

- Miya led review and completion of the Shared Governance Committee Participatory Governance Document and Committee Self Evaluation 2017-2018 (projected on conference room screen from laptop): http://www.cerritos.edu/president/_includes/SharedGovernance/Shared_Governance_Document_042318.pdf

- Members agreed committee successfully fulfilled its stated charge for the past year.
- Members agreed committee successfully launched the new Cerritos College Website as well as established revised social media guidelines and application.
- Patrick brought up concerns that meetings conflicted with other member commitments due no set dates/times for this committee. Both noted on the self-evaluation form as obstacles/problems that hindered committee function.
- Members agreed no changes necessary to Purpose of Committee, Membership or its terms, Quorum and the Decision making process
- Miya suggested quorum by majority present; Patrick reminded committee quorum going forward will be set at initial meeting of committee next academic year.
- Miya suggested committee consider revised meeting schedule for next year depending on goals.
- Miya recommended Election of Chair by assignment not election.
- Elizabeth recommended committee needs more communication with constituency group; Patrick suggested this be established as a committee goal.
- Members agreed committee completed their goals for 2017-2018 with the launch of the new website and establishing social media policy/application.
- Christopher reported that general student feedback has been positive and many students noted they were getting used to new format. Miya noted that students and staff should expect a post-launch survey occurring this fall at the start of the new academic year to measure feedback on the website.
- Miya recommends committee focus on Educational Master Plan Goal D – Improving Internal and External Communications via the new website for 2018-2019; keep it down to just a few goals making it manageable and able to accomplish; members in agreement.
- Patrick asked how SharePoint migration was going. Samuel reported that faculty have been quiet probably due to it being summer semester and most of them are off campus. Patrick and Javier both commented on continued issues with SharePoint and need to retire it. Miya agreed, need true hard deadline to archive. Goal 1: Facilitate migration of existing SharePoint sites and retire the old system. Provide a hard deadline: the last day of fall semester (December 14, 2018).
- Goal 2: Continue improvements and website maintenance (fixing broken links, missing documents, providing responsive website assistance to staff and faculty, web author training, etc.).

- Goal 3: Maintain accessibility WCAG 2.0 AA Standards; Establish accessibility reporting on regular basis.
- Goal 4: Explore customer service related features to include on the website.
- Goal 5: Finalize social media policy and application. Include a communication component to raise awareness about the process to campus groups.
- Christopher suggested we add an interactive map of the campus to the website; Patrick suggested using Google Maps – Google Indoors application on mobile devices or online as it has the campus already well mapped out including individual room numbers with our buildings.

IV. QUORUM REQUIREMENTS
- As Patrick mentioned earlier, quorum requirements set at initial meeting of committee in new academic year.
- Members agreed to move the discussion and decision to its first meeting of the 2018-2019 year.

V. 2018-2019 COMMITTEE SCHEDULE
- Members agreed to hold initial meeting of the committee for 2018-2019 academic year on Thursday August 23, 2018 from 10 a.m. to 11 a.m.

VI. PARTICIPATING MEMBERS
- Members acknowledged there were key seats that needed to be filled for the next academic year. The committee recognized and thanked members Sarah Pirtle and Ronda Gartrell for all of their hard work and service to the committee.

VII. QUESTIONS AND COMMENTS
- There were not further questions or comments from the committee members.

MEETING ADJOURNED: The meeting was adjourned at 4:20 p.m.

NEXT COMMITTEE MEETING: August 23, 2018 at 10 a.m.