

## WEB STANDARDS COMMITTEE MEETING

Thursday, September 28, 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	x
7	MacDevitt	James	
8	Miranda	Veronica	x
9	Morgan	Vykki	x
10	O'Donnell	Patrick	x
11	Page	Elizabeth	x
12	Pang	Rebecca	x
13	Pirtle	Sarah	
14	Walker	Miya	x
	Vuong	Michael	x

## **Call to Order**

Miya Walker called the meeting at 3:15 PM.

Miya Walker called for a motion to place approval of the minutes on the agenda as item number 1. Ronda Gartrell second the motion. Motion passes.

## **I. Approval of Minutes**

Miya Walker motioned to approve minutes. Elizabeth Page second the motion. Motion passes.

## **II. Update on design template and architecture.**

Miya Walker presented several small changes to the website, including the quick links and footer content, and ABC page. The campus community provided these suggestions during meetings Miya Walker facilitated with the top 10 most popular departments and WSC members.

Elizabeth Page and Vykki Morgan provided more recommendations such as including a tab “jump” page to bring the viewer of the web page from top to bottom. The new design element includes an existing tab to bring a user from bottom to top of page.

Miya Walker also informed the committee the District hired Red Rooster Design to continue work on web administration and web design side of the new website. The new agency has a background working with other community colleges, including Chabot in Northern California.

The consultants will begin assessment of the new website and look to create new and additional pages that the previous web designer was unable to complete, including a new page for the history of the college, accomplishments, and college facts.

## **II. Timelines**

Miya Walker mentioned server issues have delayed the launch of the new website. Additional needs review and testing are needed to determine a new launch date. The goal is to ensure the main and high-traffic pages are ready for launch, possibly by January 2018, while the web administration team continues to improve the new website.

The College has been experiencing problems with the server, particularly with the calendar section. Miya Walker and Samuel Chavez mentioned OU Campus has recommended the College potentially relocate one or more of its servers off-site in order for the OU Campus team to better support and assess problems with the web pages and server issues. Patrick O’Donnell raised concerns about moving the server off-site, citing the rise in security risks. The discussion is ongoing between Public Affairs, IT, and OU Campus.

### **III. Social Media Guidelines**

Miya Walker opened the discussion about the recently drafted social media guidelines and agreement. Veronica Miranda, a new member of the web standards committee and a member of the faculty association, expressed faculty concerns with the section *Opinion Separate from the College*. Veronica Miranda shared the most recent faculty contract agreement with the College that specifies creative freedom and speech that allows faculty to share their views and opinions without fear of reprisal from the administration, especially tenured track staff if the creative freedom is used as a teaching lesson.

Miya Walker, Tim Kyllingstad, and Elizabeth Page also shared their view points on why the section is needed in order to protect the College from taking positions on issues, in contrast of faculty and staff personal opinions that are expressed on the College's social media platforms.

After further deliberations, the committee agreed to change the section from:

#### ***Opinion Separate from the College***

Employees who discuss Cerritos College related content on social media and on other online forums must clearly identify themselves by name, and when relevant, their position at the College, and indicate that their post is not an official college position. An appropriate disclaimer should include: "This posting is my own and does not represent the position or opinions of Cerritos College."

To the new section as:

#### ***Personal Opinions on the College's Social Media Platforms***

Employees who discuss their personal opinions on Cerritos College related content on official Cerritos College social media accounts and other forms of online content must clearly state, "These words are my own."

Before adjourning the meeting, Miya Walker encouraged the Committee to re-review the policy and provide edits to Public Affairs prior to the next Web Standards Meeting.

### **Meeting Adjourned**

4:30 PM