Cerritos College
Web Standards Committee Minutes
October 25, 2018

Meeting attended by:	Miya Walker; Javier Banuelos; Samuel Chavez; Tim Kyllingstad; Patrick O'Donnell; Elizabeth Page; Rebecca Pang; Sarah Pirtle; Carl Stammerjohn
Absent from meeting:	Dr. Lucinda Aborn; Kathy Azzam; Shawna Baskette; Celeste Galvez; Daniel Gardner; Veronica Miranda; Mark Olague; Christopher Rodriguez
Guests:	
Date:	October 25, 2018
Time:	10:00am – 11:00am; called to order 10:06am
Location:	LC201: CTX Conference Room
Minutes by:	Kelley Jones-Horwood

Agenda Topics	Deadline, Person(s) Responsible
Agenda Topic #1: Introductions ▪ Members introduced themselves	**Members in attendance**
Agenda Topic #2: Approval of September 27, 2018 and October 9, 2018 Meeting Minutes ▪ The minutes were reviewed and approved by consensus with no discussion or corrections	**Miya, motion made** **Sarah, 1st** **Patrick, 2nd** **In Favor: 9** **Abstain: 0**
Agenda Topic #3: Results of October 22, 2018 Coordinating Committee Meeting ▪ Miya attended the October 22 Coordinating Committee meeting: o Committee approved membership and quorum modifications approved by the WSC at last meeting October 9 (see attachments A and B) ▪ Patrick indicated ACCME will be discussing on Monday, October 29 so will provide feedback on possible committee member assignments	**By next meeting:** **Samuel: update WSC webpage with membership updates.** **Patrick: provide feedback from ACCME meeting**

Agenda Topic #4: Social Media Policy/Application (see attachments C and D)
▪ Miya continued with October 22 Coordinating Committee meeting results:
  o Additional input on the proposed Social Media Policy/Application will be forthcoming
  o Principally disagree that departments need to ask to be page administrators
  o Issue with selling or promoting a commercial product or service; Miya reminded them that these are products or services that are *not associated with Cerritos College only.*
  o Julie asked council for feedback be directed to Miya by October 30 so Miya can prepare response for next meeting November 5.
  o Miya suggests we re-review sister campuses to locate more agreeable language for role of social media on our campus
	Miya: Follow up for additional policy comments/input and review sister campuses policies for incorporation

o Miya will research and pull policies and discuss concerns with colleagues; will bring back findings to next WSC meeting November 29. ▪ Liz Page suggested reviewing CLCC guidelines ▪ Miya indicated we have already incorporated these into our draft policy. ▪ Patrick recommends reviewing these guidelines with the Coordinating Committee so they can see ours matches CLCC.	

Agenda Topic #5: Web Update
▪ Samuel provided WSC updates to complete committee goal for tracking and correcting accessibility issues with new website
 	
   o   OU Insights: implemented in August 2018; all technical issues have been worked through; we are now "A" rated. (see attachment E)
 	
▪ Miya explained that OU Insights is a vendor program that monitors and identifies web accessibility issues and provides report with breakdown so Samuel is able to correct the issues. Drop in site scores in September was a Share Point issue and was corrected.
 	
   o   SharePoint: most have been archived; reminder sent September 13 regarding SharePoint closing on December 14. (see attachment F)
 	
▪ Miya: We have engaged the managers of those still using the old SharePoint sites to help get them moved to new platform or archived before the December deadline.
 	
▪ Patrick: Will have to move to SharePoint 365; old server being retired; December 14 is hard deadline
	Miya: will attend next Faculty Senate meeting to remind users to complete the move to new platform (or archive)
	
	Samuel: will send weekly reminders and place banner on SharePoint pages.

Agenda Topic #6: "Important Dates" Link Discussion to Home Page ▪ Miya brought up the EVENTS page on overhead from new website showing new tab with links added: Important Dates	

Agenda Topic #6 7: Questions and Comments
 	
▪ Miya received preliminary report from Institutional Effectiveness regarding poll results:
 	
   o   40 responses
 	
   o   Change "Employee ~~Director~~ Directory" to "Faculty and Staff ~~Director~~ Directory"
 	
   o   Correct Website Admin page
	Miya: will share full results with WSC once available
	
	Samuel: will make corrections to directory and Website Admin page

Next meeting: **November 29, 2018 at 10am LC201: CTX Conference Room**	
Meeting adjourned at 11:00am	
Minutes approved by Committee with amendments on: November 29, 2018	