Cerritos College
Web Standards Committee
Minutes
July 23, 2020

Meeting attended by: Miya Walker, Javier Banuelos, Samuel Chavez, Tim Kyllingstad, Patrick O'Donnell, Rebecca Pang, Albert Wilmovsky, Erik Duane, Nick Real, Irma Gorrocino

Absent from meeting: Daniel Gardner, Sarah Pirtle, Frank Saldana, Carl Stammerjohn, Patrick O'Donnell, Liz Page, Mark Olague

Date: June 25, 2020

Time: 10 a.m. – 11 a.m. Called to order 10:03 a.m. by Miya Walker

Location: Zoom Conference

Minutes by: Irma Gorrocino

Agenda Topic #1: Approve Minutes
- Reviewed and approved minutes from June 25, 2020 meeting. **Erik – motion to approve the June 25 minutes**; **2nd Albert;** Motion carried.

Agenda Topic #2: Review Third-Party Web List for Compliance

- Determine next steps for list
    - Samuel shared the list of the 28 third party websites and his efforts to utilize the "Pope Tech" system to crawl the various sites.
    - Samuel indicated that there was a mixed bag of results after testing the websites with Pope Tech.
    - Samuel indicated that there were issues with half the number of the sites, mainly timeout and crawl errors due to Robots.txt files on the third-party vendor's web server.
    - Samuel asked if the committee would like to continue assessing the websites or provide further direction.
    - Miya asked if there is a possibility of I.T. getting involved to assist Samuel in resolving the crawl and timeout issues.
    - Tim clarified it depends on those who have administrative access and whether that access to the site is public or private. Secured pages are not by law allowed to be accessible. There is uncertainty on where that line can be drawn.
    - Albert suggested looking at best practice alternatives to see what other campuses are doing to address this matter.
    - Miya stated there aren't many alternatives to what is being done in order to mitigate this matter. Cerritos College is in the lead when it comes to accessibility testing and compliance.
    - Rebecca suggested prioritizing the list; starting with the smaller, less complicated sites. Additionally, she suggested categorizing the various sites.
    - Rebecca proposed testing sites based on student vs employee use.

Agenda Topic #5: Questions and Comments
- o Miya outlined the following criteria would be utilized:
  1. Identify the errors and notify the respective department/campus affiliated entity.
  2. Determine if errors can be adjusted through the third-party vendor.
  3. Identify resources to assist with adjusting errors.
  4. Determine if there is a penalty for non-compliance.

Agenda Topic #6: Next Meeting
- o Next meeting is August 20th at 10 am. Meeting adjourned at 10:47 a.m.