

**Cerritos College**  
**Web Standards Committee Minutes**  
**August 23, 2018**

<b>Meeting attended by:</b>	Miya Walker; Javier Banuelos; Patrick O'Donnell; Elizabeth Page; Rebecca Pang; Sarah Pirtle; Chris Rodriguez; Monique Valencia	
<b>Absent from meeting:</b>	Dr. Lucinda Aborn; Kathy Azzam; Shawna Baskette; Samuel Chavez; Celeste Galvez; Daniel Gardner; Tim Kyllingstad; James MacDevitt	
<b>Guests:</b>		
<b>Date:</b>	August 23, 2018	
<b>Time:</b>	10:00am – 11:00am; called to order 10:28am	
<b>Location:</b>	LC201: CTX Conference Room	
<b>Minutes by:</b>	Kelley Jones-Horwood	
<b>Agenda Topics</b>		<b>Deadline, Person(s) Responsible</b>
<b>Agenda Topic #1: Approval of June 14, 2018 Meeting Minutes</b> The minutes were reviewed and approved by consensus with no corrections; Monique Valencia abstained from voting.		<b>Miya, motion made</b> <b>Chris, 1<sup>st</sup></b> <b>Rebecca, 2<sup>nd</sup></b> <b>In Favor: 7</b> <b>Abstain: 1</b>
<b>Agenda Topic #2: Set Quorum Requirements</b> <ul style="list-style-type: none"> <li>▪ Miya brought up Shared Governance list via conference room laptop/projector for all members to review and discuss</li> <li>▪ Membership requirements are issue</li> <li>▪ Current governance standards require 18 members; upon review and discussion only need ten members.</li> <li>▪ Deferred agenda item pending membership review and possible modifications to Shared Governance requirements</li> </ul>		
<b>Agenda Topic #3: WSC Participating Members</b> <ul style="list-style-type: none"> <li>▪ Academic Senate will be adding members at next meeting</li> <li>▪ Rebecca Pang: Confidential Representative</li> <li>▪ Patrick suggest Tim <del>Ling</del> <b>Kyllingstad</b> be added</li> <li>▪ James has not attended in quite some time</li> <li>▪ Miya will review term lengths for serving on committee</li> <li>▪ Patrick recommends checking DSPS representative, Lucinda may no longer be serving</li> <li>▪ Elizabeth may need to serve as proxy</li> <li>▪ Miya will follow up for appointments to fill member requirements</li> <li>▪ Miya will find out if we can modify Shared Governance requirements to remove unnecessary memberships.</li> <li>▪ Patrick will talk to Andrea about suggestions for filling faculty membership assignments; suggests Web Administrator could be ACME representative.</li> <li>▪ Chris suggests we designate ASCC Student At Large to fill spot rather than ASCC Commissioner of I.T. as role may go unfilled.</li> </ul>		<b>By next meeting:</b>  <b>Miya: (a) confirm committee membership assignments, service length, and appointments; (b) request Shared Governance list amendments be added to agenda at Coordinating Committee's next meeting</b>  <b>Patrick: Faculty membership suggestions</b>

<p><b>Agenda Topic #4: Establish 2018-2019 Meeting Dates/Times</b></p> <ul style="list-style-type: none"> <li>▪ Members agreed to continue meeting fourth Thursday of the month at 10am</li> <li>▪ Liz noted faculty members may have conflict if meeting extends past 11am as Faculty Committee Meeting on same day at 11am</li> <li>▪ Miya noted, all agreed to keep WSC meetings to one hour</li> <li>▪ Liz suggests we continue to meeting every month; if not necessary we can cancel and defer to the next month; Miya agreed</li> </ul>	
<p><b>Agenda Topic #5: Committee Goals 2018-2019</b></p> <ul style="list-style-type: none"> <li>▪ Miya reported that 2018-19 goals are still in ad hoc; ad hoc meaning still under review by Miya, Sam, and Aya Abelon with regards to website maintenance, establishing regular accessibility reporting and post-launch website user survey: <ul style="list-style-type: none"> <li>○ Miya and Sam are working with contracted vendors on the new website maintenance and results will be forthcoming</li> <li>○ Sam working with new service by contracted vendor: OU Insights that reports accessibility issues and results are forthcoming</li> <li>○ Miya working with Institutional Effectiveness to get post launch survey launched during month of September; will report results once available.</li> </ul> </li> <li>▪ Proposed Social Media Policy was reviewed by Coordinating Committee, further revisions necessary</li> <li>▪ Patrick asked how many links to SharePoint left; Sam emailed data</li> <li>▪ Miya reported that Sam has been working with remaining faculty members that still need to convert their pages to Campus or new website and off SharePoint; SharePoint still scheduled for retirement December 14, 2018</li> </ul>	<p><b>October meeting:</b></p> <p><b>Miya: (a) results of website maintenance, accessibility reporting, and post-launch survey; (b) proposed revisions to Social Media Policy</b></p>
<p><b>Agenda Topic #6: Questions and Comments</b></p> <ul style="list-style-type: none"> <li>▪ Chris reported they were looking into creating an interactive campus map for website based on student rep suggestion at previous committee meeting</li> </ul>	
<p><b>Next meeting: September 27, 2018 at 10am LC201: CTX Conference Room</b></p>	
<p><b>Meeting adjourned at 10:50am</b></p>	
<p><b>Minutes Approved with <span style="color: red;">amendments</span> by Committee on: September 27, 2018</b></p>	