



**Cerritos College  
Shared Governance Committee  
Committee Self Evaluation 2018-19**

revised 11/17/16

**Name of Committee:**

Web Standards

**Date Report completed:**

April 2019

Month	Meeting Date(s)	# members present	agenda noticed (y/n)	minutes posted (y/n)	Please list the actions/recommendations by the committee; if actions/recommendations were forwarded, to whom and what was the outcome?
Jul. 2018					
Aug.	23	8	Y	Y	<ul style="list-style-type: none"> <li>- Miya to: confirm committee membership assignments, service length, and appointments; (b) request Shared Governance list amendments be added to agenda at Coordinating Committee's next meeting.</li> <li>- Patrick: Faculty membership suggestions.</li> <li>- For the October meeting, Miya: to share results of website maintenance, accessibility reporting, and post-launch survey; (b) proposed revisions to Social Media Policy.</li> </ul>
Sept.	27	10	Y	Y	<ul style="list-style-type: none"> <li>- Voted to approve membership modifications.</li> <li>- Voted to approve quorum requirements to be modified to 40%</li> </ul>
Oct.	9	7	Y	Y	<ul style="list-style-type: none"> <li>- Voted to restore original Shared Governance Standards.</li> </ul>
Oct.	25	9	Y	Y	<ul style="list-style-type: none"> <li>- For Nov. 29 meeting, Samuel will update WSC webpage with membership updates.</li> <li>- Patrick: provide feedback from ACCME meeting.</li> <li>- SharePoint: 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.</li> <li>- Miya: will share full results of IERP poll on new website design with WSC once available.</li> <li>- Samuel: will make corrections to directory and Website Admin page</li> </ul>

Nov.	29	9	Y	Y	<ul style="list-style-type: none"> <li>- For next meeting, Miya: Follow up for additional policy comments/input including faculty rewrite for incorporation into WSC proposed policy.</li> <li>- Samuel: will book CTX Conf. Rm. LC201 for Dec. 13 meeting</li> <li>- Miya: (1) will send out post-launch survey results on Jan. 19 (2) Will discuss registry set-up with Rick Miranda to report at Dec. 13 meeting.</li> </ul>
Dec.	13	7	Y	Y	<ul style="list-style-type: none"> <li>- Lengthy social media policy discussion: Due to meeting running past stated end time, Miya indicated that the committee would need to continue the discussion on social media guidelines at the next Committee meeting scheduled for January 24, 2018, 10 am in LC-201.</li> </ul>
Jan. 2019	24	8	Y	Y	<ul style="list-style-type: none"> <li>- Social media policy draft review and revisions made by the group.</li> <li>- Social media user application review and revisions made by the group.</li> <li>- Miya will follow-up with revisions in February meeting.</li> </ul>
Feb.	28	8	Y	N	<ul style="list-style-type: none"> <li>- Social media AP 3070 approved by WSC.</li> <li>- Social media best practices document reviewed and approved by WSC.</li> <li>- Social media account checklist reviewed and approved by WSC.</li> <li>- Social media directory form reviewed and approved by WSC with some edits.</li> <li>- Next step is for WSC to review its objectives and reconvene on priorities.</li> </ul>
Mar.	28	-	Y	N	Meeting postponed
Apr.	25	7	Y	N	
May	23	6	Y	Y	
June					

Please reflect in the above column actions/recommendations were included into college planning documents. Please reflect in the above column, actions taken at meetings which were evidence of college planning documents being enacted.

**1. Review the charge of the committee as listed in the Participatory Governance Document?  
Did the committee successfully fulfill its stated charge (above) during the past year? Yes No**

Yes

## 2. What are the accomplishments of this committee?

- Review of website redesign complete
- Social Media Policy completed and approved
- Accessibility monitoring via OU Insights instituted

## 3. What obstacles/problems hindered committee function (if any)?

Quorum, meeting times; a protracted shared governance approval process that resulted in multiple re-drafts of the social media policy. Consequently, the approval of the social media policy was delayed for several years. As such, the committee was unable to move forward with advancing the social media policy during the shared governance review period. The committee expressed concern that the legitimacy of its role may be in question by the campus community, especially given the number of regular absences from members over the years.

## 4. What changes are recommended to enhance this committee's effectiveness in regards to:

- Purpose of Committee:** Advertise/clarify the purpose of the committee. More efforts to raise awareness about the committee's role and function. Increase awareness that website accessibility is one of the committee's primary roles in addition to web functionality and aesthetics.
- Election of Committee Chair(s):** Chair determined by Director of Public Affairs's job description.
- Membership/terms:** Request for absent members to send a proxy. However, if the proxy does not have any background about committee items/issues, absent members should brief proxies about committee business prior to appointments.
- Quorum:** Changed in October 2018
- Decision making process:** Revise redundant statement on committee's bylaws

**5. Did the committee establish goals for 2018-19? If so, please share them here. Did the committee accomplish the goals?** Yes, the committee met its 2018-19 goals, including an approved social media policy, general website maintenance, and reestablishing quorum requirements and committee structure to increase participation.

## 6. What are the committee's goals for 2019-20? Please map to the Educational Master Plan.

1. Continue to revise and improve the website with special attention to accessibility.
  - a. Goal D
2. Raise awareness about the committee's purpose and activities across campus.
  - a. Goal D
3. Implement and enforce new social media guidelines. Scheduled for fall 2019.
  - a. Goal D
4. Improve membership attendance/quorum (i.e. proxy).
  - a. Goal F