

WEB STANDARDS COMMITTEE MEETING

Thursday, May 11, 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	Bowman	Ty	x
5	Chan	Scott	
6	Chavez	Samuel	x
7	Gartrell	Ronda	x
8	Gonzalez	Hugo	
9	Kyllingstad	Tim	x
10	MacDevitt	James	
11	Morgan	Vykki	x
12	O'Donnell	Patrick	x
13	Page	Elizabeth	
14	Pang	Rebecca	
15	Ramirez	Sarah	
16	Walker	Miya	x
17	Vuong	Michael	x

CALL TO ORDER

Meeting began at 3:07 pm

APPROVAL OF MINUTES

Miya Walker motioned and Vykki Morgan seconded the approval of March 23, 2017 minutes.

UPDATE ON DESIGN TEMPLATE AND ARCHITECTURE

Miya Walker provided an update on the architecture in several examples on the new website, including the Campus Calendar, Employee Directory, and Daily Falcon. Miya Walker and Ty Bowman also showcased the website's ability to include staff photos, email addresses, and phone extensions.

Patrick O'Donnell and Ty Bowman discussed improving Employee Directory through automating importing of staff contact from Cerritos College domain onto the new website from the Microsoft Cloud system.

Miya Walker discussed requesting professional photographers to take photos for the website. She reiterated feedback from students and campus staff demonstrates a more receptive response for higher quality photos. Public Affairs will be working with the Foundation to contract a photographers, most likely during Summer Session.

Miya Walker and Ty Bowman also introduced templates for Department pages, including content and structure.

Samuel Chavez updated the committee on his meetings with each department web authors. Web authors continue to be receptive to the new design. They are sending test pages to OU Campus. Departments have been updating their current content, while making new web pages specific to student audiences.

Vykki Morgan asked about which departments are currently using the OU platform and are currently creating content. Samuel responded that each department web author is preparing content and will be preparing materials to be delivered to OU Campus. The new website will be organized by a left content menu bar with

subsections that will expand, depending on the subject matter each department creates.

Tim Kyllingstad asked if the collapsing arrows (chevrons) on the content menu bar can be reconfigured to include arrows that face down towards expanded subsection and retract to face left when closing the subsections. Ty Bowman stated this option is a design feature that Public Affairs can request the web designer, Ann Zumwinkle, to include. Ty Bowman will follow up with the web designer.

Patrick O'Donnell asked about how the College's search engine is powered. Ty Bowman stated the search engine is powered by google, but provides the search function within the Cerritos College domain.

SCHEDULING MEETINGS WITH DEPARTMENTS

Miya Walker invited the top 10 most frequently trafficked departments to discuss their website design and template. However, Public Affairs is still waiting on the web designer's templates before scheduling the meetings. Once the website templates are received, sometime during the week of May 13, Public Affairs will start scheduling the meetings.

Ty Bowman posed the question to OU Campus regarding migrating faculty Sharepoint content files over to OU Campus. He is still waiting for further direction from OU Campus.

Miya Walker suggested most departments will begin to adopt the design template once they see other departments, especially the high trafficked departments, are up and running. Functionality will be key and Public Affairs will make extensive efforts to help assist departments as best as possible.

WEB TIMELINE

Miya Walker reiterated the goal of the website is to launch by Fall 2017. The website is on track to launch. This summer will be focused on updating the content and copy editing with each department to prepare for the next hand-off to OU Campus. OU Campus will update the website in two sections, which the length of the update could take 4 to 6 weeks.

Tim Kyllingstad asked for an update related to the Web Styles Guide. Miya Walker responded that the Web Style Guide is currently being created by the web designer. Tim Kyllingstad wants to ensure e-commerce requirement and accessibility requirements are included in the style guide.

MEETING ADJOURNED

Meeting adjourned at 4:11 pm