

## WEB STANDARDS COMMITTEE MEETING

Thursday, October 26, 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	Chavez	Samuel	x
5	Gartrell	Ronda	
6	Kyllingstad	Tim	
7	MacDevitt	James	
8	Miranda	Veronica	x
9	Morgan	Vykki	x
10	O'Donnell	Patrick	x
11	Page	Elizabeth	x
12	Pang	Rebecca	x
13	Pirtle	Sarah	
14	Walker	Miya	x
	Vuong	Michael	x

## **CALL TO ORDER**

Miya Walker convened meeting 3:07 p.m.

### **I. Timeline**

Miya Walker opened the meeting with an update regarding the new website's template. Public Affairs continues to work with IT and OU Campus. Problems with the original CMS scripts are causing delays with the migration. Red Rooster, the web administration consultant, is currently fixing the code and updating the website template. The design of the website will have some tweaks, including the creation of new web pages. Public Affairs will continue to update popular department pages moving forward for a launch in January.

However, Miya reiterated that ongoing problems with the migration will likely delay the launch. OU Campus is working around-the-clock to complete the migration. It's likely the new website will have issues after the launch. Consequently, there is pressure to launch the website by January. Javier Banuelos also assured the committee that SharePoint will still be active due to the fact the departments and faculty are using Microsoft programs on the server. However, Microsoft will discontinue support for SharePoint web pages in Office 365. It is urgent we move content to the new website and server as soon as possible.

Javier Banuelos and Rebecca Pang asked if there will be a dark period when web authors should stop editing their pages during the final stages of the migration. Samuel Chavez said the College should expect things to go dark and an announcement to the entire campus will be forthcoming. Public Affairs expects to maintain the old website for some time to ensure content is completely moved over to the new website.

Additionally, Public Affairs has completed the migration of department menu to the left-side navigation menu bar. The changes should help with the migration. Meetings will be scheduled with previously met "top" page departments to view the new changes since meetings held in August. Elizabeth Page inquired if small department pages will also be receiving updated support. Miya Walker stated that announcements have been made to web authors to clean duplicate and outdated pages. Once the website is launched with most trafficked pages completed, Public Affairs will take additional steps to clean and support the other web pages. Public Affairs is prioritizing efforts to launch by January. Red Rooster, the web administration consultant, will continue to support changes to the website through the month of February.

Samuel Chavez reiterated that most department web authors are aware of the website redesign, including supporting his work with updating the left-side navigation menu bar. In addition, web authors have been cleaning/cutting down content.

## **II. Social Media Guidelines**

Veronica Miranda opened the conversation regarding the Social Media Guidelines with faculty recommended edits that clarify the language of due process and academic freedom. Several sections of concern include:

1. Frequency - what is recommended for an individual to post throughout the day (e.g. 5-6 posts a day is not recommended)

Miya Walker said Public Affairs wants to ensure smaller units are using the main campus communication to promote their materials to prevent the creation of additional accounts that may not be as active as the main campus communication. This would ensure accounts do not become “ghost” accounts that are not actively engaged or do not receive high-traffic.

Veronica Miranda raised concerns about the immediate removal and lack of due process for social media posts deemed inappropriate by Public Affairs. Faculty members are concerned that the removal of such posts may infringe on academic freedom (i.e., materials a faculty member believes has strong educational merit). Miya Walker clarified the goal of the guidelines are designed to protect the institution from materials that could raise significant safety concerns and possible public outcry toward the institution. Because the instant content sharing of social media posts and the reactive nature of social media, it is pertinent to Public Affairs to remove content that would pose a risk to the institution. The conversation continued on the issue amongst the committee members. The committee agreed to discuss the matter further at a later date, but the consensus from the committee is that personal opinions from an opinion must be clearly stated as the personal opinion of the employee.

Miya Walker stated a second revision will incorporate some changes presented by Veronica Miranda for the full committee to review at the next meeting.

### **Meeting Adjourned**

4:16 p.m.