

## WEB STANDARDS COMMITTEE MEETING

Thursday, November 30, 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	x
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	x
14	Walker	Miya	x
	Vuong	Michael	x

## **CALL TO ORDER**

Miya Walker convened meeting 3:09 p.m.

### **I. Website Timeline and Progress**

Miya Walker opened the meeting with a graphic presentation of the website's progress over the last two years. Miya Walker's report highlights the committee and web team's actions in reviewing needed changes to the website, selecting an outside web platform, and the ongoing challenges with migration. Miya reported that the direction from the administration is to launch the website in January 2018. However, because of more delays, the site will likely go live in early spring, but no specific date was given. The focus for the web team is on developing popular pages for the launch while the team continues to work on improving the other departments after the launch and throughout the year. Public Affairs will notify the entire campus of the launch. Vykki Morgan will report to faculty on the launch.

Samuel Chavez has been working with Red Rooster to fix problems with the website scripts daily, such as removing old content, web pages, and typos that have inundated the migration of the new website. As of early December, the website migration is complete. The goal now is to ensure the top pages are ready and beautiful prior to launch. The Cerritos College Foundation has requested the website include a "give" button to support the College's Major Gifts Campaign.

Samuel Chavez also reported that the scripts used in the old CMS server were the source of many delays. The old scripts are not compatible with OU Campus' platform. It is a massive undertaking for the web team to address. It will be important for the committee and the web team to manage expectations with the campus as the new website continues to be refined. The web team expects to create new web pages for new programs, including Guided Pathways. Miya Walker, Samuel Chavez and Patrick O'Donnell will continue to work on addressing future delays.

Elizabeth Page asked if the web team anticipates additional problems with the new website. Samuel Chavez expects the old scripts will be the main source of problems. The former web administrator used VB script, which is not compatible with OU Campus. Patrick O'Donnell asked if there were updates regarding the SharePoint content. The content imported is currently in text-form and unformatted. Vykki Morgan has informed faculty that their content on SharePoint has been migrated. Miya mentioned that the old CMS would be available for six months to one year in case content is needed, as a contingency.

Additionally, Public Affairs is working on a user's manual. OU Campus has video tutorials to assist in training. If there are problems with the website, users can report the issue, located at the footer of the website page. The report will be sent to the web technician to fix, including compiling a list of common problems that users may encounter.

Given the extent of web administration issues, Miya Walker has assumed the role of web administrator, but is supported by Samuel Chavez and OU Campus. The current hiring freeze limits Public Affairs' ability to hire a new web administrator. However, Public Affairs has contracted services from Red Rooster Design to fix problems with website scripts and updates to the web design.

## **II. Approval of September and October Minutes**

The committee approved the September and October minutes with corrections.

Elizabeth Page motioned to approve September Minutes, seconded by Tim Kyllingstad. Motion approved.

Elizabeth Page motioned to approve October Minutes, seconded by Patrick O'Donnell. Motion approved.

## **III. Social Media Guidelines**

The committee continued its discussion about the Social Media Guidelines. A majority of committee members agreed that Public Affairs has the discretion to remove social media content deemed inappropriate on the College's social media platform. The committee provided additional clarifying language for the guidelines. An updated draft will be included in the next Web Standards Committee meeting.

## **Meeting Adjourned**

4:25 p.m.