

**WEB STANDARDS COMMITTEE MEETING**

Thursday, August 24, 2017  
CTX Conference room (LC-201)  
3:00 p.m. – 4:30 p.m.

	<b>Last Name</b>	<b>First Name</b>	<b>Present</b>
1	Aborn	Dr. Lucinda	
2	Banuelos	Javier	x
3	Baskette	Shawna	
4	Chavez	Samuel	x
5	Gartrell	Ronda	x
6	Kyllingstad	Tim	x
7	MacDevitt	James	
8	Morgan	Vykki	x
9	O'Donnell	Patrick	
10	Page	Elizabeth	x
11	Pang	Rebecca	x
12	Pirtle	Sarah	x
13	Walker	Miya	x
	Vuong	Michael	x

## **CALL TO ORDER**

Miya Walker called meeting to order at 3:30 PM and motioned to approve the June minutes. Elizabeth Page second. Motioned approved.

## **UPDATE ON DESIGN TEMPLATE AND TIMELINE**

Samuel Chavez and Miya Walker provided an update on the website's current timeline. Migration is moving forward smoothly. Samuel Chavez and Javier Banuelos mentioned several instances the server was down, impacting the calendar and parts of the website.

Samuel and Javier had several conference calls with OU Campus to discuss the outages, including several possibilities that might have caused the outages, including one of Ty's scripts, general network slowness at the start of the semester, enabled/disabled functions on the server, or PHP couldn't write error logs properly. At the end of their discussion, Samuel and Javier could not isolate the problem, however, the issue with the server seemed to have been resolved in the process.

Miya provided an update to President Fierro. Due to the lack of a web administrator, server issues, and other external factors, the migration to the website has slowed significantly. Miya and Samuel discussed moving the launch of the website to late December. However, Vykki Morgan expressed concerns with the launch, due to finals, the end of the semester, and the submission of grades will all occur in December. A launch of the new website, may further impact the server, and other last minute tasks prior to winter break. A January launch date was discussed. Miya will bring the recommendation to President Fierro.

Moreover, Miya also received approval from Executive Council to recruit an outside firm for web-design and web-administration in the interim. An outside firm will help assess the current needs of the new website, additional web administrative services as needed since Ty Bowman's departure, and continue with web-design improvements prior to the launch of the website.

Samuel also gave an update on the progress of Sharepoint migration. OU Campus requested a list of valid HTML tags that the College would like to keep from Sharepoint and migrate to OU Campus. This will help reduce the work faculty will have to do to on the new website post-migration.

## **SOCIAL MEDIA GUIDELINES AND AGREEMENT**

Miya presented the Social Media Guidelines and Administrative Agreement. The purpose of the social media guideline is to ensure security, continuity, and consistency with the use of official Cerritos College-related social media on campus, including clubs, department, and office use on behalf of the College. An ongoing problem the College faces is that most students who manage social media for clubs or organizations on campus leave and do not transfer access to these platforms to other members, which leaves stagnant platforms inaccessible to new members or

organizations on campus. Some students have used College-related platforms as a platform to speak their personal opinions, without the approval of the College.

Tim Kyllingstad raised issues regarding the definition of Social Media platform, including the use of Google Hangout, Vine, etc. The committee work to clarify the definition of social media platforms as “computer-mediated technology sites that facilitate the creation and sharing of information, content, ideas, interests, and other forms of expression to virtual communities and networks” in order for future adoption of new social media platforms.

Miya motioned the committee for additional changes and recommendations to the Agreement and Guideline. The committee provided minor changes in language and identified typos.

At the end of the discussion, Miya motioned the committee to approve the drafts to be distributed to the other shared governance committees on campus. The motion was second by Ronda Gartrell. The motioned passed.

Miya will first approach Coordinating Committee with the social media guidelines and agreement and report back to the committee regarding their feedback.

#### **MEETING ADJOURNED**

Miya Walker adjourned the meeting at 4:40 PM.