

**Web Standards Committee Meeting Minutes**  
**April 22, 2021, 10 – 11 a.m.**  
**ONLINE (ZOOM)**

**Meeting attended by:** Javier Banuelos, Samuel Chavez, Marcela Daltro, Erik Duane, Irma Gorrocino, Tim Kylingstand, Patrick O'Donnell, Rebecca Pang, Liz Page, Sarah Pirtle, Carl Stammerjohn, Miya Walker, Albert Wilmovsky

**Absent from meeting:** Daniel Gardner, Frank Saldana, Mark Olague, Nick Real

**Date:** April 22, 2021

**Time:** 10 a.m. – 11 a.m. Called to order 10:07 a.m. by Miya Walker

**Location:** Zoom Conference

**Minutes by:** Irma Gorrocino

**Agenda Topic #1: Approve Minutes**

- o Reviewed and approved minutes from February 18, 2021 meeting. **Rebecca– motion to approve the December 17 minutes; 2<sup>nd</sup>-Albert;** Motion carried.

**Agenda Topic #2: Review 2021 committee objectives and develop website survey questions**

- o Miya stated that one of the objectives is to develop and send out a website survey since it was last was conducted in 2018.
- o Miya asked the committee for their input.
- o Miya suggested adding the following question: “What website features do you like?”
- o In reply to committee objectives, Carl stated that the academic schedule is difficult to find. He suggested that the committee take a look at making it more accessible for students to locate.
- o With the understanding that the students would be polled on the website, Marcela asked if the survey would go to faculty and staff as well. Miya confirmed that it will also go to faculty and staff.
- o Marcela suggested revising one of the questions: “What device do you primarily use to browse the campus website?” (unless there is an option to select multiple devices).
- o Tim suggested removing the references to the new website.
- o In reply to committee objectives, Javier suggested changing the log-in procedure for the CMS to Cerritos single sign-on portal.
- o In reply to committee objectives, Carl mentioned sometimes when you type in Cerritos.edu (without preceding “www”) on a device there’s an odd behavior in which the user sees a pop-up window requiring a username and password.
- o Samuel asked Javier if the “www” prefix issue s browser specific. Albert suggested checking if other campuses have that issue. Patrick stated it is very complex to resolve.

- o Miya indicated that people have an appetite for efficiency; so, at some point this will need to be resolved.
- o Javier suggested that the issue has to do with the internal set-up of domain names and is difficult to resolve off campus.
- o Miya suggested looking around to other campus-based websites to see other examples.
- o Miya suggested adding chat boxes on certain pages.
- o Albert suggested we take additional time to review other campus websites in order to view what features we like then bring them back to review.
- o Rebecca liked that idea and adding in the option of a list of different topics that are frequently searched and how quickly one is able to get to that topic on the site or how many clicks it takes.
- o Miya stated the goal is to have some of this done by the summer and the survey will need to go out within the next few weeks via email.
- o Erik will generate a Teams folder to help the committee list their preferred campus websites.
- e Samuel suggested from a mobile point of view that there might be too much menu content stacked onto the site pages in order to easily navigate the website. He suggested that the district may have to wait until the website is re-designed if the solution to make adjustments to the template structure of the site.
- o Samuel added department websites have a left navigation that's a top half and then the left navigation on the bottom half plus the main navigation from the website so potentially three hamburger buttons which doesn't make sense to have either. We may have to redesign this template completely.
- o Miya added that in 2022 we make drastic changes and sees other campuses are making this drastic change.
- o Albert suggested at that time it might be worth looking into the www. feature as well.
- o Miya suggested that in 2022 we look at a website redesign and see what that process will entail.
- o Marcela shared faculty has seen a substantial change at this time and adding more might be too aggressive.
- o Miya stated she'd never suggest a full overhaul of the website as it is a lot of work to undertake; instead, large changes would be made internally that should benefit the user.

### **Agenda Topic #1: Questions and Comments**

- o Next meeting will occur on Thursday, May 20<sup>th</sup> at 10 a.m. Meeting adjourned at 10:53.