

Web Standards Committee Minutes
April 26, 2018

IN ATTENDANCE:

- Banuelos, Javier
- Chavez, Samuel
- Gartrell, Ronda
- Miranda, Veronica
- Morgan, Vykki
- Pang, Rebecca
- Pirtle, Sarah
- Walker, Miya

CALL TO ORDER

Miya Walker convened the meeting at 3:20 pm

I. WEBSITE UPDATE:

- Miya Walker led the discussion about the recap and update on the website launch
- Samuel Chavez explained a change to the employee/staff directory in response to feedback from web users. The employee/staff directory page was modified to include direct links to employee contact information versus having to open the employee page to find contacts.
- Miya Walker went on to explain the process by which the web administration team maintained an ongoing, detailed log tracking requests for changes to the website. During the discussion, Samuel Chavez confirmed that the requests for changes by users as been cosmetic, specifically correcting broken links and missing documents from the website.
- Samuel Chavez shared his opinion on how the website launch was executed. Per Samuel, he shared that he was “impressed” by how smooth the switch over to the new website was and that there were not as many broken links or as many problems that he expected.
- Miya Walker confirmed the web administration’s teams extensive planning efforts were the primary reason for the success of the website launch. She mentioned the team “was planning for the absolute worst” case scenario and shared with the committee how the Ad Hoc team (web administration: Miya Walker and Samuel Chavez) and IT (Javier Banuelos), planned and

prepared for weeks in advance to anticipate possible negative outcomes and circumstances they could address before and after the launch. Miya Walker also discussed the amount of planning and communication that was done to inform the campus community about the launch to ensure that the campus understood the website launch might have problems, but to make them aware that the web team had a plan in place to handle any disruptions. Miya Walker mentioned the overall message for the campus concerning the website launch is that it would not be “perfect” and that it would be “buggy.” Miya Walker congratulated both Samuel Chavez and Javier Banuelos on all of their efforts to ensure a successful website launch. Miya Walker also shared with the committee that she had received good feedback about the website from students, faculty, staff and managers. Miya Walker and Samuel Chavez shared with the group that the web administration team is continuing to make cosmetic changes, but had no major issues at the time.

- Samuel Chavez commented that the secure site on the website was not fully set up by the previous web master as expected, and was not working the way it was planned. Samuel Chavez further explained that although he and Javier had challenges properly setting up the secure site, they continue to work on it. He mentioned the secure site was not visited as much as the main site, and had not received many complaints, but they continue to work on making the site fully operational.
- Samuel Chavez mentioned a current area he is working on is accessibility and getting faculty to move their webpages from SharePoint to the new website. Samuel informed the group that the faculty pages had been migrated over to the new site, but after several emails to faculty, only one had recently scheduled to meet with him, about the transition.
- Miya Walker confirmed that Samuel and she had both informed faculty for over two years about the migration, including extending deadlines for faculty to move their content into the new system. Miya Walker mentioned that with regard to communication, she had been on a “road show,” around campus, meaning she had given presentations and had discussions at various shared governance groups to inform campus about the process of the new website, including the need to relocate SharePoint pages. She also mentioned Vykki Morgan’s efforts to communicate with faculty via email to inform them about the website.
- Miya Walker mentioned a possible reason faculty were not being responsive to moving their content to the new website was many were using Canvas for their web content. Veronica Miranda confirmed that

faculty were being encouraged to use Canvas more for materials.

- Miya Walker reminded the Committee of the contingency plan to maintain the old website in case content or materials were needed. She shared with the group that the web team needed documents from the old site to update the new website from having missing content. She also shared how responsive Samuel Chavez and Javier Banuelos had been to faculty and staff in fixing any website issues that were identified.
- Additionally, Miya Walker talked about how the ad hoc team included a “case study” on the website that detailed campus participation and the overall website launch process online to maintain transparency.

II. MINUTES REVIEW FROM LAST MEETING:

- To address the missing start time from the minutes dated February 22, 2018, Miya Walker motioned to modify the minutes to include an approximate start time based on previous meeting dates. Miya called for a motion to approve the minutes from February 22, 2018 with a correction of an approximate call to order time of 3:07 p.m. along with the inclusion of the meeting date to the minutes. Vykki Morgan motioned to approve the corrections. Sarah Ramirez seconded the motion and the committee approved without objection.

III. SOCIAL MEDIA AGREEMENT UPDATE:

- RE: the Social Media Agreement, Miya Walker shared the final draft of the social media policy and application with the committee. Miya called for a motion to approve the current draft of the social media policy so that it could continue through the participatory governance process. Vykki Morgan motioned to approve the draft. Javier Banuelos seconded the motion and the committee approved without objection.

IV. AROUND THE TABLE/QUESTIONS/CONCERNS:

- Miya Walker asked the committee for any further questions or comments. Samuel Chavez brought up the need to address the meeting schedule for a possible new time and day because members are often unable to attend meetings. Vykki Morgan mentioned a good way to find the best time is either through Google forms or through Doodle.
- Miya Walker also mentioned the committee needed to address its next set of objectives now that the website was launched and the social media

policy had been approved.

- Miya Walker shared with the group that they would be receiving a shared governance survey that needed to be completed by each member. She also mentioned that a Google form would be forth coming to determine new meeting dates and times. Miya briefly addressed whether or not the committee should meet over the summer because in the past, the group worked via email if there were items that needed immediate attention. Vykki Morgan mentioned an online and telephone service called Confer Zoom, in case the committee decided to meet over the summer virtually. The service is provided by the Chancellor's office.

MEETING ADJOURNED

The meeting was adjourned at 3:46 p.m.