

Cerritos College
Web Standards Committee Minutes
December 13, 2018

Meeting attended by: Samuel Chavez, Tim Kyllingstad, Mark Olague, Rebecca Pang, Sarah Pirtle, Carl Stammerjohn, Miya Walker

Absent from meeting: Dr. Lucinda Aborn, Kathy Azzam, Javier Banuelos, Shawna Baskette, Celeste Galvez, Daniel Gardner, Veronica Miranda, Patrick O'Donnell; Elizabeth Page, Christopher Rodriguez

Guests: April Griffin; Timothy Juntilla

Date: December 13, 2018

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

Location: LC201: CTX Conference Room

Minutes by: Miya Walker/Samuel Chavez

Agenda Topic #1: Introductions

- Timothy Juntilla welcomed as a guest
- Miya mentioned that Sarah sent an email indicating she will be late.

Agenda Topic #2: Approval of November 29, 2018 Meeting Minutes

- The minutes were reviewed and approved by consensus with 5 corrections/additions to Agenda Topic #3 suggested by Carl Stammerjohn via e-mail.
- Mark Olague asked to have the word “them” changed to “students” under Agenda Topic #3 bullet point #5.
- **Miya - motion made; Mark- 1st; Sarah - 2nd; All in Favor; None abstained**

Agenda Topic #3: Missing minutes from previous years:

- Miya noted the list of missing minutes from previous years.
- **Miya indicated that there must be notes saved somewhere by which we can post the minutes from.**

Agenda Topic #4: Social Media Policy/Guidelines Review and Discussion (Attachment A)

- Miya acknowledged Tim Juntilla’s presence on behalf of Faculty Senate.
- Miya indicated that there were two printed versions of the social media draft:
 1. Original created by the web standards committee with modifications
 2. Additional created and forwarded by Faculty Senate
- Tim Juntilla was given an opportunity to speak regarding the Faculty Senate version of the Social Media guidelines.
- Tim Juntilla prefaced his comments by telling the committee that the criticisms he would express were his own and not a personal attack on any committee member.
 1. Tim Juntilla argued that the proposed social media guideline of four pages was too long especially since the social media guideline is supposed to be in AP/BP form.
 - He suggested that the social media guideline in AP/BP form needs to follow the

usual practice of three or less pages. Tim Juntilla knows this because he said he went through them all and there may be a couple of exceptions.

- Tim Juntilla indicated that approximately 80% of the original social media guideline was carried over to the shorter faculty senate version (Attachment B).
 - Tim Juntilla expressed that he felt there was redundancy in the original social media guideline and he was able shorten the guideline by removing excess verbiage and referring to existing AP/BP documentation for certain areas such as 'Accessibility' in the "References" section.
 - Tim Juntilla re-iterated that AP/BP pages do not need to include documentation of areas that are already covered in existing AP/BP policies.
 - Tim Juntilla said that it is not the district's responsibility to tell people how to act proper on social media and we can point violations to the rules and regulations guidelines of each social media platforms such as Twitter to handle issues that may come up.
2. Tim Juntilla expressed concern regarding the lack of clarity or distinction in regards to who the social media guidelines apply to.
- He pointed out an example on the original social media guideline (attachment A) under section "Responsibilities" line 73 indicates "Cerritos College username."
 - Tim Juntilla interprets "username" as any username with a @cerritos.edu association such as 'tjuntilla@cerritos.edu'. Therefore, if the social media guideline were in effect, enforcement may be misapplied.
 - The committee argued that "Cerritos College username" is in application to official Cerritos College division, departments, programs, etc.
3. Tim Juntilla indicated that the shortened version of the social media guideline (Attachment B) includes a 'Violations' section which dictates governing authorities for social media policy violations rather than having the office of Public Affairs be the sole governing authority.
- Tim Juntilla indicated that he went through the web standards committee minutes and noticed that we have been talking about social media guidelines going back as far as 2015.
 1. Tim Juntilla indicated that he noticed the poor attendance by committee members.
 2. Miya questioned April and Timothy Juntilla if Faculty Senate always meets quorum.
 3. April Griffin indicated yes; although it was pointed out that she has been president for the first year.
 4. Miya responded that the committee recognized that there was an attendance problem and made efforts to correct it.
 5. Samuel brought to mind that one of the changes the committee made was to the meeting day and time from 3 pm to 10 am.
 - April indicated that part of the issue the faculty senate has with the original social media guideline (Attachment A) is two-fold:
 1. How long it takes to obtain an email account from I.T. department
 - Tim Kyllingstad said that I.T. has worked to resolve that issue and it should not be an issue any longer.
 - Miya and Samuel reminded the committee that I.T. department suggested group e-mails as a way to resolve the issue of continuity with social media accounts.
 - Samuel and Tim reminded the committee that usernames could be put in and removed from group emails tied with social media accounts. This would make it easier to keep social media accounts going should a student user move on.
 - Samuel indicated that the committee came up with the group email solution as a

- way of handling the issue of abandoned social media accounts.
 - Samuel asked April what she proposed as a way of solving the issue.
 - April deferred to Tim Juntilla and both indicated that they could possibly be ok with the group email solution.
2. Students being afraid to make mistakes due to the language of the original social media guideline (Attachment A).
- April recommended that some of the language in the original social media guideline (Attachment A) be amended to encourage students to sign up for an account.
 - April addressed concerns around turnaround time with respect to obtaining an official e-mail address in order to obtain appropriate approval to share events on campus. She addressed making this mandatory deters students from being innovative.
 - Miya clarified that they want to look at the primary advising administrators of a student run organization to contact if there is an error due to prior incidents of posts that need to be taken down.
- Samuel asked for clarification on Tim Juntilla's interpretation of "Cerritos College username" in the original social media guideline (Attachment A).
 1. Tim re-iterated that he interprets "Cerritos College username as 'tjjuntilla@cerritos.edu' and therefore may be subject to violations of the policy if applied.
 - April stated that faculty senate was unclear about the policy vs. procedure protocol regarding this policy is just trying to do a lot and not be more simplified. Don't necessarily need to be in the same document.
 - Due to meeting running past stated end time, Miya indicated that the committee would need to continue the discussion on social media guidelines at the next Committee meeting scheduled for January 24, 2018 at 10 am in LC-201.

Agenda Topic #5: Questions and Comments

- Sarah Pirtle asked Tim Juntilla and April if they can return to the committee to continue the discussion on social media.
- April indicated yes since it is an open meeting.
- Tim Kyllingstad asked April and Tim about using YouTube as an instructional platform.
- Miya indicated that although YouTube is part of social media, the question Tim Kyllinstad asked is outside the scope of what the web standards committee is charged with.
- **There were no further questions or comments.**

Next meeting:

January 24, 2018 at 10am LC201: CTX Conference Room

Meeting adjourned at 11:25am