

Cerritos College
Web Standards Committee Minutes
February 28, 2019

Meeting attended by: Javier Banuelos, Samuel Chavez, Irma Gorrocino, Tim Kyllingstad, Patrick O'Donnell, Mark Olague, Rebecca Pang, Carl Stammerjohn, Miya Walker

Absent from meeting: Kathy Azzam, Shawna Baskette, Celeste Galvez, Daniel Gardner, Veronica Miranda, Sarah Pirtle, Elizabeth Page, Sarah Pirtle, Christopher Rodriguez

Guests: None

Date: February 28, 2019

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

Location: LC201: CTX Conference Room

Minutes by: Miya Walker/Irma Gorrocino

Agenda Topic #1: Call to Order

- Meeting was called to order by Miya Walker at 10:07 am

Agenda Topic #2: Approval of the January 24, 2019 Meeting Minutes

- The minutes were reviewed and approved noting there was a typo on the word “rouge” and should be changed to “rogue”; **Miya - motion made; Carl - 1st; Javier - 2nd**

Agenda Topic #3: OU Campus Update

- Samuel provided an update on the OU Campus Upgrade. Thus far, the campus has upgraded to version 10.10.1 which allows a component to be created. Components give a web author an easy way to make changes to their webpages without having to resort to a source code.
- Samuel provided an Insights Score Update. He stated that the score has remained consistent in the high 90's last couple of weeks. The accessibility score went up one point. The public facing pages are doing well as far as accessibility links to search engine optimization. He adjusted the PDF script in order to make them easily visible and verify accessibility.

Agenda Topic #4: Review and approve Social Media AP 3070

- Rebecca noted an error to change the policy number from 3730 to 3070 on the supporting document.
- Miya shared the governance process this form will adhere to as it still has to be reviewed and approved campus-wide.
- Miya requested for a motion to approve Social Media AP 3070. **Action: Carl motioned to approve, Javier seconded, motioned carried.**

Agenda Topic #5: Review and approve Social Media Best Practices document

- Carl noted the hyperlink to guidelines on the first page did not work.
- Carl noted the number change on the last page to 3070 instead of 3730.

- Javier asked for clarification regarding naming conventions on social media accounts, in no recommended order.
- Samuel stated that in some platforms there are limitations for username length. He suggested something should be listed in order to help clarify how to designate a name on the account. Miya recommended adding an example of a naming convention for an account already used.
- Miya asked if there are too many best practices listed.
- Mark asked for clarification regarding whether this was the form that included faculty edits. Miya clarified this form is for some of the best practices piece.
- Tim asked to limit the title of the department to Public Affairs as it can confuse students and staff alike. Miya stated documents would be cohesive to only include the title of Public Affairs on all supporting documents moving forward.
- Carl asked to change one of the headings to “responsible” instead of “transparent”.
- Miya asked for a motion to approve and adopt the Social Media Best Practices form pending the removal of the hyperlinks. **Action: Javier motioned to approve, Rebecca seconded. The motion carried and was approved.**
- Rebecca asked which social media account is an example that individual can reference to obtain an idea of what appropriate handles should look like along with content. Miya suggested the Financial Aid Office is a good example to reference.
- Rebecca suggested condensing this to one page.
- Miya clarified a restorative motion would need to be introduced regarding the primary page administrator changes to add on the form to contact IT in order to obtain a Cerritos.edu account email. **Action: Patrick motioned to approve, Rebecca seconded. The motion carried to add the primary page administrator changes to contact IT in order to get added to the email account.**

Agenda Topic #6: Review and approve Social Media Account Checklist

- Patrick suggested to add a hyperlink to the form in order to access the document.
- Javier suggested to include adding the dean of each respective department in order to request assistance with obtaining a group email in order to help streamline the process with the IT department.
- Miya clarified that IT has changed their protocol regarding IT’s response time. IT has been responsive. This may come up again if mentioned at senate or coordinating council.
- Patrick stated that the helpdesk has a tracking mechanism that can be used in order for an individual to log-in and check the status of their request.
- Javier shared he processed a request for the Dance department and stated the only delay with obtaining an email was clarifying with staff what was needed.
- Carl provided minor grammatical edits.
- Patrick asked if we would go back and put Public Affairs to be concise.
- **Action: Carl motioned to approve the document, Javier seconded.**

Agenda Topic #7: Review and approve Social Media Directory Form

- Miya clarified the purpose of creating this form, which is to create a social media directory for the college. This would help clarify who to get in contact with regarding troubleshooting something related to a social media account and verify who manages the account.
- Rebecca asked if the documents would be provided in the form of a packet and Miya stated it would be provided in a packet.

- Carl suggested an edit to change “co-administrator” to “page-co administrator.”
- Rebecca asked if we are expecting all current platforms to change and fill out this form and update accordingly. Miya clarified if there is a change then they are to contact IT. Patrick recommended adding that piece as a best practice in order to help clarify what is to be done in the case that the administrator of the account changes.
- Tim suggested a sentence case adjustment on the last two lines of the form regarding the Cerritos.edu email question.
- Carl asked to clarify if this will be a fillable form and Miya stated it would be fillable.
- **Action:** Patrick motioned to approve the document with appropriate edits, Carl seconded the motion. The motion carried.

Agenda Topic #8: Questions and Comments

- Carl asked about accessible PDF files regarding best practices. Miya stated there will be a campus wide training information will posted soon on the college’s website.
- Miya shared the prototype of the social media directory and will come back to provide a more cohesive prototype.
- Now that items have been approved the next step is to review objectives and reconvene on priorities.
- Tim will be sending a link regarding accessibility to social media.

Next meeting:

March 28, 2019, 10 am, LC-201 (Conference Room)

Meeting adjourned at 11:00 am and will distribute documents with appropriate input.