

San Diego Miramar College Website Advisory Committee Charter

Chair:

Director of College Technology Services

Membership:

Administrators-

Director of College Technology Services

Web Designer / Programmer

Faculty-

Three Faculty appointed by the Academic Senate

Classified-

Three Classified Professionals appointed by the Classified Senate

Subject Matter Experts-

SMEs may be appointed on an as needed basis

Student-

Two Students appointed by ASG

Purpose:

The purpose of the Committee is to periodically collect Miramar College website technical input for review and improvement.

While aesthetic is important, the primary focus of this Committee will be usability, accessibility, and technical performance.

Responsibilities:

- Once per year the Committee will coordinate with the Institutional Effectiveness office to launch a college-wide website survey.
- Twice a year the Committee will collect website input from constituent groups (Academic, Classified, Administrators)
 - This input is not review, modification, or update of content
- The Committee will rank prioritize the input and send to College Technology Services for action
 - The Committee will publish the rank priorities
- The Committee will publish and provide a status update of the rank priorities in January and July of each year

Committee Procedures:

- Membership term length is two years unless designated by position
 - Rotation Cycle: half the committee will rotate off each year, with an initial 3-year appointment for half the committee members
- Recommendations are made to the Department of College Technology Services with annual report to College Technology Committee
 - President's Cabinet (PC) to review
 - Informational Report out at College Council
- Committee approval process is by consensus

Meeting Frequency:

The Committee will meet no less than four times an academic year, once prior to the Winter break and once prior to the summer term. The two remaining meetings will be scheduled as necessary for follow up.