

**MIRAMAR COLLEGE
WEB SUBCOMMITTEE**

September 20, 2011

2:30 – 3:30 p.m.

Room T-401

Meeting Notes

Attending: Susan Schwarz; Bill T. Smith; Kurt Hill; Temmy Najimy; Sandi Trevisan; John Couture; Elaine Vega

Welcome: Meeting called to order at 2:30 p.m.

S. Schwarz welcomed everyone to the meeting and introduced Elaine Vega, Senior Office Manager of Business Services (Annette Delozier's replacement).

Discussion Items

The new San Diego Miramar College website was launched at 2:30pm on June 20, 2011. As discussed during the meeting, the following changes are to be made to the website:

- News to be on home page only
- Each department to have only left side links to items particular to that department
- Bread crumb to be in smaller font
- Have redirect for Foundation short url
- S. Trevisan will provide K. Hill with short url for campus
- Add url to search results and remove "book page"
- Develop key word search results prioritization (ex. key word search: *Admission*; admission homepage should be listed first)
- Develop site map/index that will interface with key word search

B. Smith needs to develop training schedule for departments to change content on their webpage.

- J. Couture will work with B. Smith to come up with a list of content areas a department can make changes to.
- J. Couture will schedule a training session with Reylyn Cabrera to pilot The PLACe webpage and bring back feedback to next subcommittee meeting.
- K. Hill will work with Joe Young on Automotive site.

Discussion on administrative resource page for secretaries were discussed, J. Couture mentioned it will be useful for new hire faculty. T. Najimy will check with school secretaries for feedback.

Agenda items: Site organizational changes needed, elect Co-Chair, and defining committee membership are tabled until next subcommittee meeting. Development of timeline/calendar for website updates will be added to next meeting agenda.

Meetings Calendar for 2011-12

Day: Third Tuesday of each month

Time: 2:30 p.m. – 3:30 p.m.

Place: Room T-404 (PDC)

Dates: Sept. 20

Dec. (no meeting)

Mar. 20

Oct. 18

Jan. 17

Apr. 17

Nov. 15

Feb. 21

May 24

Adjournment: Meeting adjourned at 3:36 p.m.