MIRAMAR COLLEGE
WEB SUBCOMMITTEE
October 18, 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; Janice Hecksel

The meeting was called to order at 2:33 p.m.

I. **Welcome**
   Susan Schwarz welcomed everyone to the meeting.

II. **Review of notes from September 20, 2011 meeting**
   John Couture moved to approve September 20, 2011 meeting notes. It was seconded by Sandi Trevisan. Approved by consensus.

III. **Carry discussion items**
   A. **Site organizational changes needed-** Bill Smith reported he is currently cleaning up the website and working on site organizational changes. The following concerns and requests were brought up in regarding the campus website:
   - Dropdown menu going off the screen; need to clean it up
   - Organization of news category needs to be updated. Sandi Trevisan will work with Bill Smith.
   - Sandi requested the possibility of being able to blog. Add to wish list.

   B. **Elect Co-Chair-** Rechelle Mojica was formally co-chaired of Web Subcommittee. Due to her current work schedule and other commitments on campus, she will no longer be able to co-chair this subcommittee. Susan Schwarz requested for a co-chair to be elected. John Couture pointed out due to membership requirements, co-chair is not required. He suggested electing new Chair for subcommittee. Sandi Trevisan nominated Susan Schwarz. Susan Schwarz nominated John Couture. Kurt Hill nominated himself and mentioned he would run committee differently. Susan Schwarz withdrew from nomination. John Couture and Kurt Hill accepted nomination. Susan Schwarz called for a vote; results are as followed: John Couture – 1 vote; Kurt Hill– 5 votes. Kurt Hill is voted as the Chair for 2011-2013. Sandi Trevisan thanked Susan Schwarz for her commitment as Chair for the past six years.

   C. **Defining Committee Membership-** Subcommittee reviewed Web Subcommittee Governance membership requirements and commented on the following:
   - Deleting- Administrative Information Technology Specialist (SunGard specialist is no longer responsible for server)
   - Adding- Server Administrator under Classified Staff in replacement for Administrative Information Technology Specialist
   - Adding- Column for "Other" and list Accessibility Specialist Representative (need an accessibility specialist representative for ADA requirements)
   - Statement revision- *Membership is to include the Public Information Officer, an Administrative Rep (appointed by College President), the Web Designer, the Server Administrator, one Occupational Faculty, one Academic Faculty, one Student Services Faculty, one Student (appointed by the ASC) and one Accessibility Specialist.*

After a long discussion, the committee recommended the following changes in "red. Kurt Hill will complete College Governance Committee Recommendation Reporting Form and submit it to College Governance Committee.

Website – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators ~~(2)~~ (1)	Classified Staff ~~(2)~~ (3)	Faculty (3)	Students (1)	Other
President's Designee	PIO	Occupational Faculty (1)	Representative	Accessibility Specialist Representative
~~Admin. Information Technology Specialist~~	~~Web Designer~~ Instructional Design ~~Coordinator~~	Academic Faculty (1)		
	Server Administrator	Student Services Faculty (1)		

*Membership is to include the Public Information Officer, an Administrative Rep (appointed by College President), the Web Designer, the Server Administrator, one Occupational Faculty, one Academic Faculty, one Student Services Faculty, one Student (appointed by the ASC) and one Accessibility Specialist.

Committee Goals:
To develop and manage a vital comprehensive college Internet presence.
Responsibilities to include:
1)   Guidelines & Procedures
2)   Content Management
3)   Design consistent with college image

Committee Procedures and Calendar:
Recommendations for the Campus Website should be brought through the Marketing Committee or directly to the Website Committee by attendance or in writing to the Website Committee Chair.

The Committee will establish and recommend guidelines and procedures for the development, maintenance and evolution of the Campus website.
- Major structure and design concerns will be approved by normal channels at the Marketing Committee and CEC as needed.
- Recommendations for Website technology concerns will be made to the Technology Committee and the Planning and Budget Committee.
- Procedural and technical implementation decisions will be made by the committee and implementation will be done by the appropriate Campus, District and Contractor personnel.
At any time CEC has complete authority over decisions made by this committee.

The Committee will also be an advocate for promoting the systemic integration of Miramar College's Web Presence. This may include, but is not limited to, working with Staff Development to provide appropriate web development training venues, working with faculty and staff one-on-one, assisting with security issues, providing content and structure guidelines and resolving issues or conflicts as they arise, or channeling them to the appropriate venue for resolution.

Committee will meet no less than once per month.

Parent Committee(s):
Marketing
Technology

Link to Agendas and Minutes: http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=WEBC

Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III

    D. Development of timeline/calendar for website updates - Subcommittee reviewed calendar and commented on the following:
- A calendar format with list of events for each department (example: create a preload category for The PLACe to have access to direct link to the department webpage.
- Add to wish list: Free PHP calendar.
- Need to remove spam on calendar.
- Procedures of taking down banner after it expires; develop kill date program to take down banner; Two weeks advance notice to PIO for event to be posted on the web.

IV.   Feedback

    A. John Couture meeting with The PLACe Staff
John Couture reported he met with Reylyn Cabrera and requested the following changes to the Right Column.
- Under "Office Information", change email link to the generic place link theplace@sdccd.edu instead of direct link to Reylyn Cabrera.
- Change "Important Documents" to Upcoming PLACe Events. Delete all documents currently listed except Writing Lab.
- Requesting list calendar of upcoming workshops with links to workshop announcements and pages. As the central Miramar Campus Events calendar maintains most of this information, is there a possibility to provide the Place with a link that will only list their workshops in a list-type chronological order. Kurt Hill suggested adding to wish list (Free PHP calendar)

    B. List of content areas departments can update

    C. Status of Automotive site development/contact with department chair
Bill Smith reported he created an account for Joe Young to have access to creating his own page but unfortunately he is having some issues. Kurt Hill will work with Joe Young to develop the automotive site and reported he had only met with him once. He will continue to work with the automotive department.

V.   Other- Bill Smith reported his pilot with Duane Short is a success and need to train Naomi Grisham on updating the Transfer Center webpage. Temmy Najimy need access to create a custom page.

VI.   Next Meeting: Tuesday, November 15, 2011 @ 2:30pm in PDC Room T-404

VII.   Adjournment: Meeting adjourned at 3:42 p.m.