

**MIRAMAR COLLEGE  
WEB SUBCOMMITTEE  
November 15, 2011  
2:30 – 3:30 p.m.  
Room M-101**

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**Meeting Notes**

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

- I. Call to order-** The meeting was called to order at 2:39 p.m.
- II. Welcome-** Kurt Hill welcomed everyone to the meeting with a themed PowerPoint and thanked Susan Schwarz for her 6 years of commitment as the Chair of Web Subcommittee.
- III. Approval of minutes of October 18, 2011 meeting**  
John Couture moved to approve October 18, 2011 meeting minutes with the following changes under agenda item III.B. Elect Co-Chair "...results are as followed: *John Couture – 1 vote*; Kurt Hill– 5 votes." It was seconded by Sandi Trevisan. Approved by consensus.
- IV. Open Issues**
  - A. College Governance Handbook subcommittee "definition"-** Kurt Hill reported he submitted the College Governance recommendation reporting form to Darrell Harrison with the approved membership recommendations made by Web Subcommittee and waiting to hear back from CGC. Kurt Hill pointed out the overall structure of this subcommittee and currently the Web Subcommittee is a functional work group responding to input, and reporting to Marketing Committee and Technology Committee. Sandi Trevisan reported Marketing Committee suggested having a Web Designer to be part of their committee. [See below for details on membership recommendations]

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**Website – Subcommittee**

**Chair Eligibility** – Any Member

**Chair Election** – Recommendation, elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators <a href="#">(2)</a> <a href="#">(1)</a>	Classified Staff <a href="#">(2)</a> <a href="#">(3)</a>	Faculty (3)	Students (1)	<a href="#">Other</a>
President's Designee	PIO	Occupational Faculty (1)	Representative	<a href="#">Accessibility Specialist Representative</a>
<a href="#">Admin. Information Technology Specialist</a>	<a href="#">Web Designer Instructional Design Coordinator</a>	Academic Faculty (1)		
	<a href="#">Server Administrator</a>	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](#).

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**B. Departmental Training: Smith, Couture-** Departmental training is on-going. Bill Smith reported The PLACe is very happy with their blog posting. Transfer Center is currently experimenting their blog posting. Overall, blog posting is going very well. Kurt Hill reported he trained Automotive but they have not updated their page. Other issues were brought up at the meeting in regarding creating banners for events, missing faculty/staff forms & documents webpage, and missing minutes and agendas. Bill Smith and Kurt Hill reported the issue has been fixed and explained that the current file management interface system is not working very well and recommended in looking at other options.

**V. New Business**

**A. Web subcommittee procedures-** Kurt Hill reported Web Subcommittee needs to operate under the brown act according to Darrell Harrison, Chair of College Governance. Questions and concerns were raised during the meeting in regarding following the brown act procedures, Kurt Hill will confirm and check with CGC again to see if these procedures are indeed necessary for subcommittees.

**B. Taskforces suggestions-** A long discussion in regarding creating working groups were discussed among the members. Web subcommittee agreed to assign tasks to each "workgroup". John Couture moved to approved assigning members to working groups. It was seconded by Susan Schwarz. Approved by consensus.

- Usage Pattern Group- Susan Schwarz, Temmy Najimy, Elaine Vega
- Technology Group- Kurt Hill, Bill Smith, John Couture
- Code Review- Kurt Hill, Bill Smith, John Couture

**C. Wishlist; long and short term projects-** A short discussion in prioritizing the wish list were discussion among the members. Items were added to the wish list. Kurt Hill will keep track of wish list. Further discussion in prioritizing will be at the next meeting.

**D. Acceptable file formats: PDF, PDF, and with prior approval, PDF-** Concerns were brought up in posting documents that are not PDFs, whether Bill Smith should continue to accept files and convert them to PDFs before posting them on the web. After a long discussion, it was recommended by the subcommittee that starting February 1, 2012, Bill Smith will no longer post documents that are not PDFs only if they have the capability and instructions to convert the files. Kurt Hill will verify with Janice whether the staff generally have the ability to create PDFs.

**VI. Open discussion-** Foundation Webpage: John Couture suggested Sandi Trevisan to write up a specification list for any items she wishes to add to the Foundation webpage.

**VII. Next Meeting:** Tuesday, January 24, 2011 @ 2:30pm in M building, room TBA (No meeting in December due to winter break)

**VIII. Adjournment:** Meeting adjourned at 3:47 p.m.