

**MIRAMAR COLLEGE  
WEB SUBCOMMITTEE**

**March 20, 2012**

**2:30 – 3:30 p.m.**

**Room M-104**

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**Meeting Notes**

**Present:** Bill T. Smith; Kurt Hill; Temmy Najimy; Joan Mize; Janice Hecksel; Susan Schwarz

**I. Call to order-** The meeting was called to order at 2:36 p.m.

**II. Welcome-** Kurt Hill welcomed everyone to the meeting.

**III. Approval of minutes of February 21, 2012 meeting**

Susan Schwarz moved to approve February 21, 2012 meeting minutes with the following addition to minutes; *Ed Brunjes offered to join Code Review*. It was seconded by Bill Smith. Approved by consensus.

**IV. Open Issues**

**A. Workgroup Reports-**

Usage Patterns: Susan Schwarz, Temmy Najimy, Bill Smith

Need commitment from work group to find some time to meet on usage patterns.

Kurt Hill will schedule a time with Temmy Najimy to go over Google Analytics, and other sources of information, and develop future data for website.

Code Review - Kurt Hill, John Couture, Bill Smith

Code review has been meeting on a weekly basis. John Couture has taken himself off of work group. Meetings are weekly on Thursdays at 10:30am in M-104. Work group reported the following:

- Adopted and enforcing coding standards. There are currently no standards. Even simply commenting code is rife with options, such as: a personal style, docXML, doxygen and more. However, any standard (almost) is better than no standard. By adopting a common (public) standard, web subcommittee get the benefit of a number of third-party tools. Example: Research indicated already existing standards for Drupal. These standards are adopted by the Drupal community. Benefit Example: The Doxygen commenting standard allows us to generate documentation directly from the source code.
- Emergency Messaging Module- Allows district IT to place emergency message on college sites. Module went through code review, some suggestions made. Janice Hecksel raised a question if the emergency messaging can be targeted for each campus for specific site. Currently it's a requirement for home page only but will attempt to provide a module for Miramar Campus.
- Adopted revision control system (RCS)
- RCS called 'Subversion' (SVN) (this is for internal and not for public use)
- Popular open-source project to replace the 'concurrent Versions System (CVS)

Style Guide – Sandi Trevisan, Joan Mize

Style guide update report will be tabled until next meeting. Sandi Trevisan was absent from meeting. Need commitment from workgroup to find some time to work on style guide. Sample guides/links sent last month for review e.g., Monash University (<http://www.monash.edu.au/staff/web>). The style-guide is a standard for the website. As with code review, (almost) any standard is better than no standard. Any assistance needed contact Kurt Hill. Subcommittee recommended style guide need to include: font, color, logo, video, and media guidelines. Style guide will need to be updated and enforced. Joan Mize reported will attempt to develop a draft style guide soon.

**B. Foundation Pages/Paypal-** Bill Smith reported Paypal button is live and active on the website. He demonstrated how Paypal works. There is currently no donation reported.

**C. Staff and Faculty Training-** Bill Smith reported Janice Hecksel and Financial Aid received training and will follow-up with these individual to see if they need further information. Subcommittee will need to develop training tutorial for staff and faculty.

**V. New Business**

**A. Faculty/Staff intranet (Sandi Trevisan)**

Faculty/Staff intranet will be tabled until next meeting.

**VI. Wishlist**

Kurt Hill reported 3 out of 4 number one priorities on wishlist were completed (Paypal (Foundation) / Develop Foundation, training, and web-based email feedback). See below for wishlist as of 3/20/12.

<u>Priority</u>	<u>Wish</u>
Months Out	Calendar
1	Paypal (Foundation) / Develop Foundation
	Better file manager
	Better end user authoring experience
	Improve Security -- code review
	Improve navigation
1?	Improve search ("salt" terms to force number one result)
	Site Map
	Automatic DOC to PDF conversion?
	Drupal updates
	Interactive forms (e.g, mileage forms)
1	Usage Patterns (Analyze data) - train work group
	Online Training Page – how to's and FAQs
1	Web based email feedback form on each page
	Faculty Handbook Online
	Virtual Tour
	Lists -- single source (e.g., staff directory)
2	financial aid page remodel
1	Create page/train Janice
	Develop Foundation Pages

**VII. Next Meeting:** Tuesday, April 17, 2012 @ 2:30pm in M-104

**VIII. Adjournment:** Meeting adjourned at 3:38 p.m.