

**MIRAMAR COLLEGE
WEB SUBCOMMITTEE
February 28, 2013
12:15 – 1:15 p.m.
Room L-107**

Meeting Notes

Present: Bill T. Smith; Kurt Hill; Joan Mize; Susan Schwarz; Rex Heftmann

I. Call to order- The meeting was called to order at 12:23 p.m.

II. Welcome- Kurt Hill introduced Rex Heftmann, new subcommittee member

III. Approval of minutes of February 21, 2012 meeting
There were no minutes from previous meeting

IV. Open Issues

A. Process to publish

There was a review and discussion of the process to publish; Sandi Trevisian's (PIO) office is the authorizing agency for first tier pages; review Susan Schwarz offered to review prior minutes to determine exact tiers which require PIO authorization.

B. Website Useage/Guidelines

Rex discussed need to central agency to deal with social media, global communication issues, etc.

Emergency messaging system was discussed; district can create message which will be displayed automatically on all campus sites.

Rex discussed obtrusiveness of using email DL's as a global communication method. Suggested using website along with social media (twitter, etc) as a replacement or alternative to DL communications.

C. Third-Party Vendors

Process to approve outside contracts was discussed. Kurt will re-send initial draft process document (initially sent in Oct). Kurt expressed that committee should not be the approving body, but rather that the committee should define the process.

D. Workgroup Reports-

Usage Patterns: Susan Schwarz, Temmy Najimy, Bill Smith
No Report

Code Review - Kurt Hill, John Couture, Bill Smith
No Report

Style Guide – Sandi Trevisan, Joan Mize

Joan Presented pre-first draft of style guide. Rex expressed concern about publishing a style guide, indicating he believed it was typically a highly controlled document.

Joan and Kurt mentioned that many colleges and universities make such documents available freely. No decision was made

V. New Business

Joan mentioned a need to utilize QR codes and to track QR code usage

VI. Wishlist

<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: March 21, 2013 @ 12:15pm in L-107

VIII. Adjournment: Meeting adjourned at 1:15 p.m.