

**MIRAMAR COLLEGE
WEB SUBCOMMITTEE**

**September 26, 2013
12:15 – 1:15 p.m.
Room L-107**

Meeting Notes

Present: B. Smith, K. Hill, R. Heftmann, R. Monroe, J. Mize (S. Trevisan Proxy), P. Gomez
Absent: G. Newhouse

I. Call to order at: 12:25

II. Welcome

III. Approval of minutes of: No minutes due to no quorum

IV. Open Issues:

1) **Workgroup Reports**

Usage Patterns:

Code Review:

Style Guide:

V. New Business

1) **Documents:**

Kurt mentioned his frustration that little seems to get done outside of the committee, and that he was writing the majority of the documents with only cursory input from other members, and only at committee meetings.

The “Content Ownership” document was discussed; Rex had an issue with the term Ownership and it was changed to “Responsibility”. The majority of the discussion centered around Rex’s belief that end users should not be publishing content. Kurt clarified that top-tier pages would not be edited in this way, only when you get down to departmental pages would the department leads/chairs/deans have access to edit.

2) **Website “Mission Statement”:**

Kurt provided the committee a copy of the campus mission statement and a sample website mission statement, and suggested it might be helpful if we had such a statement of goals to direct our efforts. The statement concept along with samples would then be forwarded to parent committees for review & decision.

VI. Action Items:

1) **Website “Mission Statement”:**

- Each committee member agreed to provide a sample statement with three goals at the next meeting.

VII. Adjournment

1) Meeting was adjourned at: 12:55

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VIII. Wishlist

<u>Priority</u>	<u>Wish</u>
Months Out	Calendar
	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
	Faculty Handbook Online
	Virtual Tour
	Lists -- single source (e.g., staff directory)
2	financial aid page remodel
1	Create page/train Janice

IX. Next Meeting: Sep 26, 2013 @ 12:15pm in L-107

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