MIRAMAR COLLEGE
WEB SUBCOMMITTEE

March 27, 2014
12:15 – 1:15 p.m.
Library Conference Room

Meeting Notes

Present: Joan M., Bill S., Daniel M., Sandi T., Kurt H., Ryan M., R. Heftmann
Absent: Greg N.

I.   **Call to order at:**
II.   **Welcome**
III.   **Approval of minutes of: February 27, 2014**

IV.   **Open Issues:**
   1)   **Workgroup Reports**
        Usage Patterns:

        Code Review:

        Style Guide: Updated website theme to be shown in May (initial drafts)

V.   **New Business**
   1)   **Web "Work" Calendar:** Kurt discussed the concept need for better planning regarding content rollout, suggested a publishing calendar. Daniel discussed similarity to master planning calendar. During discussion, use for automating "banner ads" was mentioned. Bill noted that this functionality did not currently work, and he would look into it some more. Rex stated that banner ads are not good.
   2)   **Other Discussion:** There was discussion of sources of Data used to drive website design. Sandi mentioned interviews with student ambassadors, Daniel mentioned the campus wide retreat, etc. Google Analytics is not the only source of Data. Sandi, Joan & Bill to work on updated website theme. Daniel will provide group information from the campus retreat. Kurt, Joan and Bill will review web-graphic standards. It was agreed that a website mission statement should be adopted; Kurt to draft per discussion and forward to group for comment.

VI.   **Adjournment**
   1)   Meeting was adjourned at: 1:34PM

VII.   Wishlist

Priority	Wish
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

VIII.   Next Meeting: Sep 26, 2013 @ 12:15pm in L-107
IX.   Adjournment: Meeting adjourned at 1:15 p.m.