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Grossmont and Cuyamaca Community Colleges

Website Redesign

Business Requirements

Version 5.0
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Revision History

Date	Version	Description	Author
12/11/13	1.0	Initial version	AF
1/7/14	2.0	Includes client feedback	AF
1/29/14	3.0	Based on client feedback from 1/29 meeting	AF
3/10/14	4.0	Based on final client feedback provided 2/28 and subsequent client meeting	AF
3/13/14	5.0	Based on feedback from client meeting on 3/11	AF

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Business Requirements

1.   Introduction

1.1   Purpose

The purpose of this project is to integrate a new design into Cascade Server for Cuyamaca (http://www.cuyamaca.edu) and Grossmont (http://www.grossmont.edu) Community Colleges.

This Business Requirements document intends to define the high-level needs and features of the project. This document focuses on the capabilities needed by the Stakeholders of the project and the Target Users.

1.2   Scope

The features outlined in this document are defined as high-level in that each one encompasses a specific component of the overall project. These features are not intended to include detailed design elements. Business Requirements typically evolve and may change during the Detailed Design phase.

This document provides preliminary scope definitions so that time and cost estimates can be determined for the development of the Phase. Consequently, assumptions are made in this document to establish a baseline for scope. Modifications during the Development Phase that affect scope will also affect the associated time and cost estimates.

1.3   Analysis Deliverables

This Business Requirements document is one of several analysis and design deliverables. Additional supporting documents include the following:

- **Site Hierarchy/Navigational Schema** (PowerPoint)— A diagram that depicts the blueprint for the organization and navigational structure of the web site.

- **Content Inventory Matrix** (Excel)— A content matrix will be created to serve as a catalog of content, features, and applications that comprise the web site. It contains details of the pages that will form the site such as owner, page type, source data, etc.

- **Project Plan** (Excel)— Time line of project tasks and deliverable deadlines

1.4   Committee Membership

The following individuals were involved in the analysis process and their input was integral to the requirements described in this document:

- Jeff Baker, Vice President Student Services (Grossmont), jeff.baker@gcccd.edu
- Sue Gonda, History Professor/Academic Senate (Grossmont), sue.gonda@gcccd.edu
- Kerry Kilber Rebman, Dean of Learning and Tech Resources (Cuyamaca), Kerry.kilberrebman@gcccd.edu
- Anne Krueger, Communication and Public Info Director (District), Anne.Krueger@gcccd.edu
- Alicia Munoz, English as a Second Language Instructor / Academic Senate President (Cuyamaca), Alicia.munoz@gcccd.edu
- Brian Nath, Director/Information Systems (District), Brian.Nath@gcccd.edu (not present at 11/5 meeting)
- Debbi Smith, Instructional Design Technology Spec/IS (District), Debbi.Smith@gcccd.edu
- Shari Waters, Consultant, Shari.Waters@gcccd.edu
- Lorena Ruggero, Lorena.ruggero@gcccd.edu
- Douglas Hersh, douglas.hersh@gcccd.edu

1.5   Websites

The following websites were evaluated when analyzing the project:

1.5.1 GCCCD – District Office

- Current site—http://gcccd.edu
- Status—This site is already implemented into Cascade server, but requires some enhancements (described in Section 2.4)

1.5.2 Cuyamaca

- Current site-- http://www.cuyamaca.edu/
- New, Approved Design—http://cmsc.gcccd.edu
- Status—Site will be redesigned using Cascade server

1.5.3 Grossmont

- Current site-- http://www.grossmont.edu/
- New, Approved Design—http://cmsg.gcccd.edu
- Status—Site will be redesigned using Cascade server

1.5.4 Sample Sites

The following sample sites were created by Beacon in Summer 2013 to display some, but not all, of the proposed website functionality and responsive design features described in this document. *All content and navigation on these sites is for example purposes only and not meant to represent final site content or sub-navigation.*

- o   Grossmont - http://grossmont.beacontest.com
- o   Cuyamaca - http://cuyamaca.beacontest.com

1.6   Analysis and Design References

1.6.1 Client References

Below is a list of sites provided by the client for reference for analysis and research. While the requirements for this project are defined in the other sections of this document, these sites provide considerations for some of those requirements.

- MiraCosta College: http://www.miracosta.edu
- San Diego State University-- http://www.sdsu.edu/
- UC San Diego (Cascade Server)-- http://ucsd.edu/
- Chapman.edu (25Live calendar)—http://www.chapman.edu

1.6.2 Beacon References

- **Beacon sites (all Cascade sites that were designed and/or implemented by Beacon):**
  - o   University of the Virgin Islands—http://www.uvi.edu
  - o   University of Hartford—http://www.hartford.edu
  - o   Framingham State University— http://www.framingham.edu
  - o   University of Scranton— http://www.scranton.edu
  - o   University of Syracuse— http://whitman.syr.edu
  - o   Winston-Salem State University-- http://www.wssu.edu/

2.   Features

2.1   Site Design

Beacon will use the approved design files provided (http://cmsc.gccd.edu and http://cmsg.gcccd.edu) to integrate the new sites into Cascade Server with the exception of the following items:

2.1.1 Responsive Design

The approved designs will be modified in order to make them responsive to the screen size that they are being viewed upon.

- Phone layout—for smart phones and small tablet devices, displays up to 320 pixels wide
- Tablet layout—for iPad and other tablet devices; displays approximately 480-768 pixels wide
- Full site layout—the approved designs provided will be used for display on laptops and traditional computers. A maximum screen width of 1200 pixels will be defined, to limit line length of body content.

Note: Not all content/images on the existing sites may be compatible with a responsive design (particularly in the smaller layouts). It will be the responsibility of the responsible for implementation of the new pages in Cascade to resize images/applications that do fit in these layouts during the implementation phase.

2.1.2 Styles

The styles to be used for page headings as well as available to content editors in any WYSIWG editor are defined on the following client designed page:
http://www.cuyamaca.edu/rhonda.bauerlein/faculty/john.smith/typography-new.htm

The only exceptions to this are the following:

- The style called "callout" on the webpage should be called "box" in the styles list
- The Grossmont headings should use "Grossmont green"

2.1.22.1.3   Global Design Elements and Navigation

Unless specified below, the new college sites will be developed using a combination of the approved designs provided and the recommended responsive design layouts.

2.1.2.12.1.3.1   Site Header and Utility Navigation

The header area of each college site will be displayed on every page of the site and include the following elements:

- Audience-based tabs (Future Students, Current Students, Alumni & Friends, Faculty & Staff)—These pages will be standard content pages.
- "Find" drop box—short list of commonly requested pages, including the following. CMS administrators can add/remove items from this menu via Cascade.
  - Faculty Staff Directory
  - Campus Departments
  - Register for classes
  - College catalog
  - Apply
  - Maps & Directions
  - Accreditation

- Google custom search—Please see Section 2.3.5 for information about the internal site search and search results pages

2.1.2.22.1.3.2   Main Navigation

The main navigation bar will be displayed on every page of the site and will contain the following elements:

- College logo—will link to college main homepage
- Programs & Departments—link to internal landing page
- Student Services—link to internal landing page
- Campus Life—link to internal landing page
- Quick Links—link to internal landing page
- About Us—link to internal landing page

The site header will be an editable include file, so that when updates are made to the header, only the header page in Cascade will need to be published in order to update the footer on all site pages.

2.1.2.2.12.1.3.2.1   *Mega Menu*

A horizontally oriented mega menu will appear below the top navigation bar on-hover on desktop and laptop screens and on-click on tablet and mobile devices. This menu will be manually editable by CMS administrators and can contain links to internal or external web pages and/or files (PDF, etc.). The CMS administrator will also be able to display call-out buttons with optional hyperlinks to interior or external web pages and/or files on each sub-menu, if desired.

There will be a maximum of one image and two call to action buttons per drop down menu. The image and call-to-action button can be different per menu. The image size should be exactly (197 pixels wide by 132 pixels high). The image and call-to-action buttons will always be displayed in the last/right column of the menu. If desired, only an image or only a call-to-action button can be displayed on any menu.

Each mega menu will be an editable include file, so that when updates are made to the mega menu, only that menu page in Cascade will need to be published in order to update the footer on all site pages.

2.1.2.32.1.3.3   Left Navigation

The left navigation column will be displayed on all interior pages of the site (not the home page), at the top of the left column. It will contain the following features and options:

- The selected page will be highlighted using color and a graphical element
- The top level page name of a section will always be displayed, with sub-pages in the section appearing as indented options.
- The pages listed will be displayed dynamically to show all navigation items in this section.
- The navigation will support up to seven tiers/levels of content, based on the directory structure.
- If page names are very long, an alternate shorter name can be added in Cascade via the "Display Name" field to show fewer characters in the navigation and reduce wrapping.
- Call to action buttons (optional)—optional and editable call to action buttons can be displayed under the left navigation. These can be selected by the CMS editor on a page-by-page basis and will not default at the section level.
- Contact Information box—Contact information can be entered on any page in Cascade and, if populated, will be displayed in a text box in the left column under the navigation and call to action buttons (if selected). This box will contain the name, title/position, hyperlinked email address, office hours and phone and fax numbers (if populated) of the individual to be contacted for this page's content. If desired, the content editor may set this information on the section/folder default page and it will be inherited by all the children pages in that section/folder.

2.1.2.42.1.3.4   Below Main Body Content Area

- **Return to Top**
    - A "Return to top" link will be added at the end of the page content to make navigating back up to the top of the page easier for the visitor.
    - If it does not interfere with the responsive code of the site, the code from the following page will be leveraged for this functionality: http://bit.ly/ccnewfac.
    - If it is not possible to use this code, due to incompatibility, similar code will be leveraged that will scroll with the page, rather than be static.
- **Last Updated date (optional)**—The content editor will be able to determine within the CMS page if the last updated date will be displayed under the body content area of the page.

2.1.2.52.1.3.5   Site Footer

The site footer will be displayed on all pages of the site and will contain the following features and options:

- Logo—The logo on the footer will link to the college home page
- Address information—Editable text area displaying college logo, address and copyright information.
- WebAdvisor logo and link—Graphic and external link editable via Cascade
- Social media icons—Editable text area containing icons and links to social media accounts
- Blackboard link— External link editable via Cascade
- Google Translate— Beacon will implement the Google Translate tool into the site design, as implemented in the approved designs. No other customization of the Google translate tool is included. Not editable via CMS, requires JavaScript to be enabled on visitor's computer.
- Intranet/Web Mail/Security— Editable text area containing links to internal web pages
- Maps & Directions/Site Index-- Editable text area containing links to internal web pages
- GCCCD, Cuyamaca College, Grossmont College tabs—will open in same window

The site footer will be an editable include file, so that when updates are made to the footer, only the footer page in Cascade will need to be published in order to update the footer on all site pages.

2.2   Page Templates

The following templates will be created in Cascade for use within each of the new college sites. CMS editors with permission to use these templates may use them to create pages within anywhere within their section of the website.

2.2.1 Standard

All standard pages will incorporate the following elements:

2.2.1.1   Folder name and Breadcrumb navigation

The name of the current/parent folder of the selected page will be displayed directly below the top navigation bar. This text will be yellow and in proper case, not all caps as the original design indicated. Links to all parent pages will be underlined (only on mouse over) and hyperlinked, but the selected page name will not be linked, in a breadcrumb navigation to the right of the section name.

Per the email from Rhonda Bauerlein on Wednesday, March 5 (see Section 8.2), a "Display Name" field will be implemented in the college sites (and added to the District site) for use in the breadcrumbs and navigation display on the sites. The code will be worded to display the Display name field if populated, otherwise it will use the title field, so that all breadcrumbs are

populated. In order to display the Display Name field, this data will need to be manually populated by the individual implementing each page of the new sites.

The Display Name field will be inline within Cascade.

2.2.1.2   Sharing icons/links

Aligned right in body content area of the page

- Email—to create an email with a link to the page
- Print—to display the page in a print-friendly format with no top navigation, right column, footer, etc.
- Social media/sharing icon—Allows the page to be shared with multiple social media outlets like Facebook and Twitter as well as email

2.2.1.3   Banner Image (optional)

An optional banner image may be included on any interior page, if selected by the content editor. The banner image provided must be specific dimensions, as defined in Cascade Server.

2.2.1.4   Body content area

Page title—The page title will appear at the top of the center column of the page and will be formatted with an H1 tag.

Body content area—The CMS editor will be able to enter heading text, body content, images and hyperlinks via a WYSIWYG editor. In addition to the editor, the following features will be available in the body content area of the page:

- Buckets-- Specialized content area to display information in boxes with headings and specifically sized photos (241 pixels wide by 161 pixels high). This feature is available in the standard and landing page templates; please see applicable slides in the wireframes and sample sites for examples. Two buckets next to each other in the same row will always be the same height. Cascade will force pictures to be the same height and cut off text after three lines in order to keep buckets the same height.
- Accordions-- Specialized content area that opens to display information in expand/contractible rows. This feature is available in the standard and landing page templates; please see applicable slides in the wireframes and sample sites for examples. A button to show/hide all content will be included at the top of the display.

2.2.1.5   Google Maps integration

A optional integration with Google Maps will be included in applicable templates so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on any template that contains this feature.

2.2.1.6   iFrame include

Beacon will create a page for an include file within Cascade to display the current directory at: http://web3.gcccd.edu/staffdirectory/search.asp. The graphical elements and navigation on this page will then be controlled by Cascade, but the application itself will continue to be maintained at the current location. If any modifications are required to the design and display of the application itself, that is the responsibility of the client.

2.2.1.7   Spectate Forms

The client wishes to leverage the form functionality of Spectate in Cascade Server (http://www.hannonhill.com/news/blog/2012/exploring-7.0-the-spectate-connector.html). A content editor will be able to display a form created in Spectate using a Spectate connector button in the body content area of the page. Only standard Spectate functionality is included in this feature.

2.2.1.8   Right Column Widgets (optional)

If needed, the CMS editor can choose to display a right column on any standard page. A widget is a reusable feature of a template that can be created in a shared location and used on more than one page. The widgets below can be selected and sorted by the CMS editor when creating/editing the page for display in the right column. The following widgets will be created in a shared "widgets" folder, so that they can be selected and reused on any page, as needed.

Beacon will leverage the "progressive selection" options offered in Cascade Version 7.10 if applicable and fully functional. Please note that Beacon has not yet tested this new functionality, so if it appears "buggy" or non-functional, they reserve the right to not use it.

2.2.1.8.1 Content

An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed

2.2.1.8.2 Image

An editable heading and small image (dimensions: 210 wide by 130 high) to be displayed in the right column. Image can be hyperlinked to an internal or external page (optional).

2.2.1.8.3 Video Player

An editable heading, thumbnail image (dimensions: 210 wide by 130 high), and a link/video id to a YouTube video. The video widget will display the thumbnail image and hyperlinked title text for the selected video. Clicking on the image will open an Ajax window to play the video with a standard YouTube player.

2.2.1.8.4 External links

A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.

2.2.1.8.5 RSS~~Blog~~

When selected on an interior content page, this widget pulls entries from an existing RSS feed (to be selected by the content editor) and displays them below the body content area. The CMS administrator will need to provide the link to the RSS feed within the data definition.

Standard 2.0 RSS fields such as title, pubdate, etc will be displayed via this widgt and not custom fields. Display of custom fields will require custom development to display properly.

2.2.1.8.6 Event

If a content administrator wants to display a list of their Hannon Hill campus calendar events (by category) they may do so by adding the "Event Widget" to their page. To display the

events, the content editor must provide the category and school corresponding to the events that they want to display.

2.2.1.8.7 Faculty Listing

Primarily for use on Instructional Department landing pages, the faculty listing widget will display the hyperlinked names of all faculty members that have been tagged (on their faculty profile pages) as members of the selected department. Hyperlinks will lead directly to the selected faculty member's profile page.

2.2.2 Faculty Templates

Faculty data will be maintained within Cascade server and displayed in the following formats on the site. Faculty data will not be dynamically pulled from a database or third party site, though CMS editors could link to third party sites within Cascade as sub-pages as needed.

2.2.2.1   Faculty Cascade folder layout

Each faculty member will be given a folder in Cascade and a Cascade user id with permission to that folder and all subpages and folders. The faculty detail page will be in this folder, as well as additional pages and files the instructor creates. Sub folders for "files" and "images" should be created in each folder.

For example:

- faculty
  - o   john.smith
    - ▪   files folder
    - ▪   images folder
    - ▪   default.aspx (faculty detail page)
  - o   jane.smythe
    - ▪   files folder
    - ▪   images folder
    - ▪   default.aspx (faculty detail page)

The client will be responsible for defining the exact faculty folder layout and permissions, via the content matrix document, during the information architecture phase. In addition, it is recommended that the size of the files and image folders be monitored so that the Cascade database does not become bloated with unused documents/images, and that is the responsibility of the client.

2.2.2.2   Faculty listing page, by name

A faculty listing page will display the first and last name and department(s) of every faculty member listed in the folder. It will be sorted by last name and anchor links will allow the visitor to click on a letter at the top of the page to quickly navigate to faculty members with that last name. The department link next to each faculty member's name will link to that department's listing page (see section 2.2.2.4)

An example of this of page can be seen at, though the department links have not yet been added to these pages:

- http://cuyamaca.beacontest.com/faculty-staff/faculty/default.html
- http://grossmont.beacontest.com/faculty-staff/faculty/default.html

2.2.2.3   Faculty listing page, by department

A faculty listing page will display the first and last name of every faculty member listed in the folder, grouped in accordions by department. It will be sorted by department name and then by last name within the accordion.

An example of this page can be seen at:

- http://grossmont.beacontest.com/programs-departments/administrative-departments.html

2.2.2.4   Department listing page

A separate page will display all faculty members within a single department on a single page. An example of this type of page can be seen in the wireframes v3, p. 23.

2.2.2.5   Faculty detail page

The faculty default detail page will display the following information saved in Cascade Server within a data definition. See http://www.cuyamaca.edu/rhonda.bauerlein/faculty/john.smith/default2.htm for example.

- Image
- First name
- Last name
- Title
- Department - could be multiple (choose from multi-select box)
- Email
- Phone
- Fax
- Office
- Office Hours – WYSIWYG
- Course(s) – multiple courses can be added
  - Course Links – multiple links can be added for files, internal, or external pages
  - Images – up to two 100px wide images can be added
  - Course notes – WYSIWYG
- Instructor Content – WYSIWYG

2.2.2.6   Faculty sub-pages

An unlimited number of sub content pages may be created under the faculty member's introductory page and these sub-pages will be listed in the left column navigation. Clicking on an item in the navigation list will display the content from that sub-page.

These sub-pages will use the standard template (see section 2.2.1) with will have access to banners, accordions, buckets and right column widgets, if selected.

Navigation links may also be added to the left navigation, which will take the visitor to external websites for faculty content, as needed.

2.2.22.2.3   Committees Template

Beacon will leverage the Committee page functionality already implemented on the District Cascade site into the new college sites: http://www.gcccd.edu/information-systems/software-training/committee-demo/default.html.

- Meeting Page – In Cascade, you enter the meeting date, then attach agendas, minutes, a note and/or additional documents with titles. Tables for each year are automatically formatted and

sorted by the most recent meeting date. Agendas and minutes are automatically listed under the appropriate columns, but when you upload a meeting doc file, you can enter a different title for the additional documents. The order that the additional documents are listed is controlled by the user. The tables are automatically formatted to meet accessibility standards.

- Members Page –Only Cuyamaca users see the edit section to enter their committee abbreviation which pulls a list of members from a central spreadsheet and displays them in an iframe. District and Grossmont just enter their Committee members.

Please see Section 8.1 for further documentation provided by GCCCD on Feb 6 with regard to the current functionality of this page type. Beacon will only add the following functionality to this page type on the college sites:

- Data definition to provide links to:
    o Charge & Composition PDF file
    o Meetings page
    o Members page

2.2.32.2.4   Archive Template

Each school's website will contain a "Newsletters" template with which they may list their department newsletters with links to current and past editions. This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example

- Logo/image for the newsletter

- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)

- Expand/contract-able lists of past newsletter links by year

Please see wireframes for a visual representation of this page.

2.2.42.2.5   Photo Galleries Template

The Photo Gallery template can be used to create a photo gallery in any area of the site. The photo gallery page will display the standard left navigation as well as the option to display callout buttons and contact information beneath the left navigation area, like a standard page.

The main content area of the page will display a large image with caption text displayed underneath and a strip of thumbnail images that can be rotated and or clicked upon to display the selected image. An unlimited number of photos and captions can be uploaded to the CMS for display in each photo gallery.

Please see wireframes for a visual representation of this page type.

2.2.52.2.6   Documents Directory

The documents directory page will automatically display all files in a folder in the following format:

- Left column
    o Standard left navigation
    o Call to Action buttons
    o Contact information
- Main content area
    o Category dropdown— This dropdown selection will allow the visitor to select a listing page containing just documents from the selected category. The client will provide list of possible categories before development begins.
    o Documents listing—In table format with the following columns to show document details

- Document title—Hyperlinked to document file. This field is required in Cascade for all documents and will be used as the sort order for the page.
- Date added—NOTE: Upon launch, all uploaded documents from the current site will have the same "date added" date (the date imported into Cascade). All documents uploaded subsequently will display the actual date uploaded to Cascade.
- Category
- Notes—A small text field that will allow the editor to describe the document in a little more detail for clarification.
- File size
- File type—brochure, form/survey, policy/procedure, publication

2.3   Custom Page Types

The site will contain the following additional page types, which will contain all of the functionality of the Standard Content page (unless otherwise noted below) in addition to other specialized functionality. These pages have a specific purpose and cannot be recreated by CMS editors using page templates.

2.3.1 Home

The home page templates will include the elements described below.

- Animated banner image—an unlimited number of images can be uploaded via Cascade to rotate on the home page
  - The banner image on the home page will automatically rotate (using Jquery, not using Flash, to be mobile-friendly) and will contain a large image as well as a title and caption for each image.
  - Timing of the image rotation will be adjusted during the Testing phase, if required.
  - A Cascade editor with permission to the home page will be able to update the images and captions as needed from a home page data definition.
  - It is not recommended that text be displayed on the banner image itself, as it becomes unreadable at small screen sizes. Instead, it is recommended that text be included in the title and summary fields.
  - Banner dimensions-- 1158 pixels wide by 563 pixels high
  - Caption text that links to internal page, file or external site (in new browser window)
  - The yellow call-to-action button will be editable in Cascade and alt text will appear on hover.
- Small auto-rotating "features" area with ability to link to interior page, file or external site (in new browser window)
  - Can include up to eight slides in the rotation
  - Image dimensions-- 293 pixels wide by 215 pixels high
- News
  - List of the most recent three six stories that have been tagged as "Show on Home page" and tagged for the selected school within the District News section
  - Only three stories will be displayed at a time and the visitor will use an internal scroll bar to see the other stories
  - If a specific story needs to be displayed above the other articles in the list for a period of time, the home page administrator may select a specific story to override the default settings. A start and end date for the override will also be selected. If an override story is not selected, this field will be ignored and the auto-population of the news stories will be displayed on the home page.
- Events
  - List of the most recent tenthree events that have been tagged as "Show on Home page" and the selected school within the website calendar.

- o Only three stories will be displayed at a time and the visitor will use an internal scroll bar to see the other events.
- o If a specific event needs to be displayed above the other dates in the list for a period of time, the home page administrator may select a specific event to override the default settings. A start and end date for the override will also be selected. If an override event is not selected, this field will be ignored and the auto-population of the events will be displayed on the home page. Beacon will leverage the override option currently programmed in the District site if the code is applicable.

2.3.2 Events/Calendar

Beacon will leverage the Hannon Hill Cascade calendar as a base to build the college events calendar. Please note that though some limited customization and styling is anticipated, Beacon will not be responsible for large efforts to redesign or reprogram the calendar code provided by Hannon Hill.

The calendar folder will be physically located in the District site, but event listing and detail pages will be available on each college site based on this central repository.

2.3.2.1   CMS Data Definition

Each event page will be created using a CMS data definition with the following fields:

- Event Title (required)
- Event Starts (required)—date and time
- Event Ends (required)—date and time
- All day?—Checkbox for "yes"
- Repeat—see screenshots below for options
    - o Repeat frequency
    - o Repeat every
    - o Repeat weekly on
    - o Repeat monthly on
    - o Ends on—date and time
- Event Location
- Ability to link to a content page, file/document or a URL
- Summary—no text formatting, displayed only on listing page
- Description—includes a WYSIWYG editor area that will allow insertion of images, text formatting and hyperlinks, if desired.
- Contact Name (required)—this field can be pre-populated with a person's name if desired, which can then be overwritten if necessary on any individual item
- Contact Email—this field can be pre-populated with a person's email if desired, which can then be overwritten if necessary on any individual item
- Contact Phone—this field can be pre-populated with a person's phone if desired, which can then be overwritten if necessary on any individual item
- Image—Dimensions TBD
- School (Grossmont, Cuyamaca, District)—Used to determine which events are displayed on the school's home page
- Department/Category—CMS editor can select from multiple categories. **PLEASE NOTE: Beacon has discovered that the following symbols cannot be used in category names with the Hannon Hill event calendar so the names below have been modified to accommodate this limitation: &   "   <.** The client will provide the final list of categories before development begins.
- Exclude from main calendar—If selected, this event will be displayed only on the category calendar page and not on the main or school's calendar.

The fields described above will be displayed in Cascade similar to the screenshot below (though may vary slightly in appearance):

Figure 1: Event Data Definition

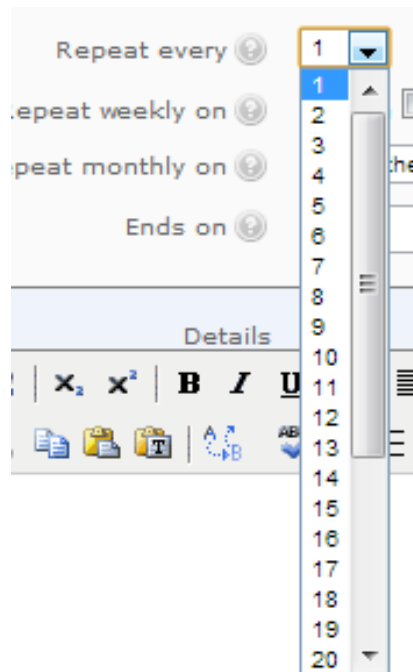**Figure 2: Repeat Options**

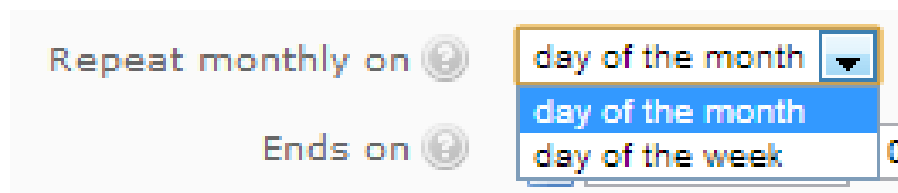**Figure 3: Repeat Every Options**

Figure 4: Repeat monthly on Options

2.3.2.2   All Events Listing Page

Each view of the calendar (month/week/day) will be displayed with the following elements:

- Top buttons/links
  - Ability to click graphical arrows to rotate from current month (displayed by default) to previous or future months.
  - Link to view "today" on calendar
  - Links to Month, Week, Day and List (bulleted text-only list events) views of the calendar
- Calendar grid display (in month, week or day view)
- Right column
  - Search for an event—the ability to search the text of just the events of the site
  - Submit an event—Links to a form that visitors will use to submit events to the CMS administrator. The Administrator approves the event via the CMS before it will be displayed on the events calendar.

- o Categories— Clicking on any of these filters will add/remove the items from the calendar currently displayed on the left side of the page, based on the categories that the event has been tagged with. By default, all events are displayed.
- o Printable Calendars—Selecting one of these links will display a PDF of all events tagged with these categories. The client will provide the final list to be displayed, but suggested printable calendars include:
    - Academic Calendar
    - Student Events
    - Holidays
- o Subscribe to RSS—allows the visitor to subscribe to an RSS feed of the full events calendar
- o Dowload as ical

2.3.2.3 Event Detail page

When a calendar item is selected from the main calendar or from one of the event widgets on an interior page, the event detail page is displayed. This page contains the following elements:

- Left column
    - o Standard left navigation
    - o Call Out buttons

- Main body content area—The event details will be listed in the following order, with the label for each field in bold text:
    - o Event title
    - o Event date
    - o Event time
    - o Location
    - o Contact person, email, phone
    - o Thumbnail image (floated to right of previously listed fields)
    - o Event description—Displayed under previous fields and image, spans width of body content area
    - o Social Share controls—the follow options will be listed below the event details
        - Ical—Save the event detail in iCal format
        - RSS (Phase 2)—allows the visitor to subscribe to an RSS feed of the full events calendar
        - Subscribe (Phase 2)—Subscribe to receive automatic email updates

2.3.2.4 School Calendar

All events (except those with the field "Exclude from Main calendar") for each school (Grossmont, Cuyamaca, District) will be displayed on a separate calendar in the format described in section 2.3.2.2.

2.3.2.5 Department Calendar

All events for an individual department/category will be displayed on a separate calendar in the format described in section 2.3.2.2.

2.3.3 News

All articles will be created on the District site within the News section and then published to the selected school's websites.

Individual articles created in Cascade and tagged with the school's name will be automatically listed on that school's "Articles Listing" page that will be sorted in date order, with the most recent items first, including the title (hyperlinked to the item detail page), the date and summary text.

When the visitor clicks on the title, a detail page will be displayed that contains all article fields except the summary field.

- Article Title (required)—Text only, no formatting
- Article Summary—no text formatting, displayed on listing page and home page, not on detail page
- Link To-- Ability to link to a content page, file/document or a URL. This field allows the inclusion of a headline in the article listing page that actually opens an existing page on the site, rather than duplicating that page's content to create a new article.
- Article body content area—includes a WYSIWYG editor area that will allow insertion of images, text formatting and hyperlinks, if desired.
- Article Date (required)
- Image—image upload/link
- School—District, Cuyamaca, Grossmont (can select multiple), determines which site(s) the article is published to.
- Category/Department—The client will need to provide a list of available categories/departments

Please see the wireframes document for a visual representation of this page.

A news RSS feed will be created with the news articles so that departments and/or other visitors can pull applicable news stories onto their web pages.

2.3.4 Global Site Map

A dynamic site map will be created for each site that will automatically list (and hyperlink) all pages within the top four tiers of navigation. This page is maintained by the system and will not need to be edited by the client. The top of the page will contain an editable content area.

2.3.5 Internal Site Search

Beacon will re-skin the current Google custom search page to match the new site designs. No other customization of the Google search product is included.

2.3.6 3rd Party HTML templates

Beacon will provide HTML-only header and footer templates that match the new site designs that may be provided by the client to 3rd party vendors for incorporation into their GCCCD site pages, as needed. Though Beacon can provide limited advice and recommendation on the use of these files, it is the client and vendor's responsibilities to negotiate the actual development of these 3rd party pages.

Pages provided by the client that may use these templates:

- **Cuyamaca**
  - http://www.cuyamaca.net/library/ (Library searches)
  - http://cuyamaca.bncollege.com/ (Cuyamaca College Bookstore)
- **Grossmont**
  - http://www.grossmont.edu/library;http://ehis.ebscohost.com/eds/search/basic?sid=79558880-2930-4e8a-872b-4899455331af%40sessionmgr12&vid=1&hid=6 (Library search function)
  - http://grossmont.bncollege.com/(Grossmont College Bookstore)

2.3.7 Emergency Messages

Three options for emergency message will be developed for the website. These include:

- Site-wide pop-up message-- An ajax light box format that will appear on every page of the site (not just the home page) when an emergency message is "active" and will disappear after being

closed by visitor. The display of the message will be controlled by a cookie and only be displayed once per session (once per visit to the site without closing the browser).

- Banner message-- Message appears on every page of the site. Does not have to be closed by visitor. Same message displayed on every page of the site until turned off or changed by administrator.
- Home page only message-- Message only displayed on home page. Does not have to be closed by visitor. Same message displayed on home page only until turned off or changed by administrator.
  - The editor will have the options to use blue or red message borders, just like on the District site
  - This type of message is already in use on the District site and should be replicated as much as feasible on the college sites.

2.4   District Site (http://gcccd.edu) Development

All development described in this business requirement document pertains to only the new Grossmont and Cuyamaca school websites with the following exceptions, which will be implemented on the current District Cascade server site:

- Home page
  - Update main home page rotation to allow caption text to link to interior page, file or external site (in new browser window). No change to "Get Started" button. **Completed 12/10/13**
  - Update features area in bottom left corner of home page to auto-rotate and link to interior page, file or external site (in new browser window). **Completed 12/10/13**
- News—All News functionality described in Section 2.3.3 above will be added to the existing District News templates.
  - Beacon will determine and inform the client if existing news articles on the District site can display the new features as well.
- Accessibility issues—Address potential accessibility issues with the following items:
  - Global search box
  - Require alt text for images
  - Home page slide show

2.5   Photoshop Templates

The client will be provided with the following files at the conclusion of development:

- Original design files containing all of the site's basic graphics (not including photos uploaded into Cascade)
- Template for creation of home page banner images with faded margins

2.6   Training & Documentation

When development is complete, Beacon will train up to four "trainers" in a single Cascade Server training session. These trainers will then pass their knowledge on to their responsibility groups. This session will be recorded and the media file saved on an FTP server for download by Grossmont and Cuyamaca staff members. Beacon will also provide a custom Cascade user manual that may be distributed to Cascade users as needed.

3.   Optional Enhancements (out of scope)

The following features were mentioned by stakeholders of the project, but are not provided under the scope of the current contract. Any of these items could be implemented in this phase for an additional fee or added in a future phase of the project. A separate quote can be provided for any of these features upon request.

- All of the functionality described in this document refers to the new Grossmont and Cuyamaca college sites. No development of the current GCCD production site or Intranet is included in the scope of this contract with the exception of the items noted in Section 2.4.
- No content entry or page/folder creation is included in this phase of the project with the exception of the import of the current site pages into Cascade server, in the same site structure/navigation as the current sites.
- Intranet login—no login functionality will be provided within the scope of this project as Beacon understands that the current GCCCD Intranet is secured with Microsoft permissions and as the school Intranets are migrated to this platform, they will be likewise secured.
- Modification of any forms, dynamic or database driven applications, including but not limited to those listed below will not be included within the scope of this project. It is Beacon's understanding that when these pages are linked in the new site, they will be displayed and function exactly as they do currently. If the design of these pages must be modified to match the current site design, that must be quoted separately and access to analyze the code for these page will need to be provided:
    - Dynamic Class Schedule
        - https://wa.gcccd.edu/col/wa?&CONSTITUENCY=WBST&type=P&pid=ST-X78WS12A
        - https://wa.gcccd.edu/col/wa?TOKENIDX=2907639841&SS=1&APP=ST&CONSTITUENCY=WBST
    - Admissions Deadlines (dynamic lookup)
        - http://www.cuyamaca.edu/admissions/deadlines_summer.asp
    - Library - uses iframe, will keep it.
        - Ask a Librarian - http://www.cuyamaca.edu/library/
        - Gateway to research - http://www.grossmont.edu/library/
    - College Catalog -- We need a way to get course descriptions on department pages, and a centralized database for course descriptions and information.
        - http://www.cuyamaca.edu/cc/catalog.asp
        - http://www.grossmont.edu/admissions/catalog.asp
    - Career Site – will continue to be third-party
        - https://jobs.gcccd.edu/applicants/jsp/shared/Welcome_css.jsp

4.   Client Action Items

The following technical details need to be determined by the client before Cascade development is concluded:

- Determine permissions, toolbar options and groups (at end of development phase)
- ~~List of categories to be displayed in Documents Directory template (section 2.2.6)~~
- List of categories/departments to be displayed in events calendar (section 2.3.2)
- List of printable calendars to be included in event calendar listing (section 2.3.2.2)
- List of possible news categories/departments (for display with news articles as well as in RSS feed)—section 2.3.3

5. Development

5.1 Coding Languages

All development work will be performed using the following software platforms either individually or in conjunction with each other. *If the website will not be hosted at Beacon, the hosting environment must support these technologies.*

- Microsoft Visual Basic

- Visual InterDev

- JavaScript / jQuery (including CDN with local back-up)

- HTML coded according to common industry standards, which are a combination of XHTML version 1.0 and HTML 5.0 with exceptions made for compatibility with older browsers. HTML 5 will be used whenever possible.

- XML

- Velocity-- We can use Velocity for new formats as needed, as long as that is defined in the requirements and quoted accordingly.

5.2 Section 508 Compliance

Site templates and code will be built and tested to be web accessible and Section 508-compliant but body content added by the client and/or imported content may not necessarily meet all accessibility standards. Ways to maintain accessibility-friendly content will be emphasized during Cascade user training.
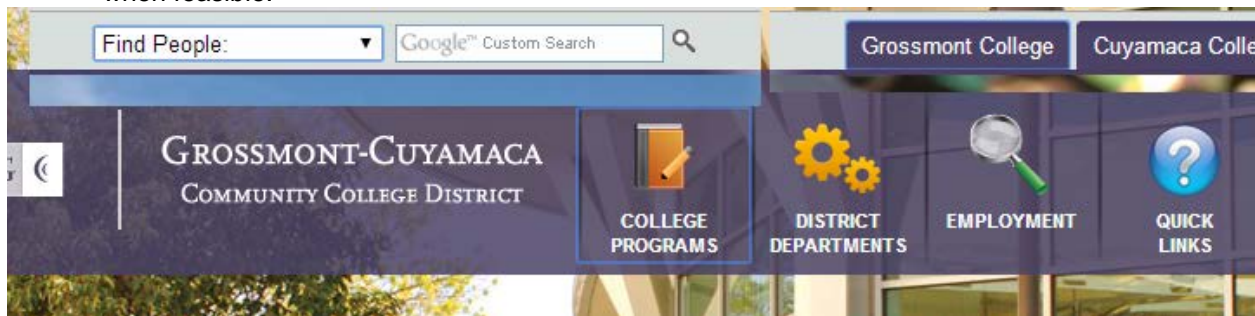
- An accessibility checker will be turned on by default that will prompt the content editor if any elements of the page do not meet minimum Web Accessibility Initiative Guidelines (such as <table> elements without summary attributes or <img> tags without attributes (http://www.hannonhill.com/kb/Accessibility-checker/),.
- Image alt tags and link titles will be required on all templates to meet Section 508 compliance.
- Obvious active/focus states for accessibility (like the following screenshot) will be implemented when feasible.

- The accordion feature will be able to be navigated using a keyboard.

5.3 Display / Screen Resolution

The Web site shall be a responsive design and will display the approved design based upon the screen resolution/width of the device viewing the site.

5.4 Browser and Device Support

The redesigned Web site shall be constructed to be "responsive". It will display properly on, desktop, tablet, and mobile devices which support current industry development standards as of the date this

contract is signed. Any Web browser or operating system platform that is in Beta testing during the lifecycle of this development effort shall not be supported. Although responsive design sites are coded to work on any modern mobile and tablet device that supports industry standards, it is impossible to test all combinations of devices and platforms. Therefore, Beacon recommends developing and testing for the following devices and platforms as based on total market share (determined by number of current users):

Desktop Computers

- Windows:
    - Google Chrome (most recent build as of the contract signing date)
    - Microsoft Internet Explorer 9
    - Microsoft Internet Explorer 10
    - Microsoft Internet Explorer 11
    - Mozilla Firefox (most recent build as of the contract signing date)
    - Safari 5
- Mac:
    - Google Chrome (most recent build as of the contract signing date)
    - Mozilla Firefox (most recent build as of the contract signing date)
    - Safari 5

Tablets

- Apple iPad 2 with iOS 7 (Safari Browser)
- Apple iPad 3 with iOS 7 (Safari Browser)

Smartphones

- Apple iPhone 5with iOS 7 (Safari Browser)
    - Per client request, an iPhone 5s will be used to test the developed site via a device emulator. Testing with an actual device will be the responsibility of the client.

Samsung Galaxy S4 with Android 4.4 "Jellybean" (Chrome Browser)

Notes:

- Due to the frequent upgrade releases of mobile and tablet operating systems, Beacon cannot guarantee Web site compatibility beyond the versions listed above, as these are the current operating system versions as of the writing of this document. Any requested compatibility fixes that occur during development due to a newly-released version of these platforms will need to be quoted separately.
- For any mobile/tablet device in which Beacon has direct access, the actual device shall be used in testing. For any device in which Beacon does not have direct access, Beacon shall use "Device Anywhere" (http://www.deviceanywhere.com/), an online device emulator that allows testing on various devices. Given an option, it is Beacon's preference to use the native device if possible.
- Beacon will not support site functionality on phones that have been rooted or jail-broken, have non-native operating systems installed (custom ROMs), or have otherwise been modified beyond manufacturer recommendations and warranties.
- If devices need to be tested and supported other than those listed above, the client will need to provide specific device information, and Beacon will quote these requirements separately.

5.5   Content Source

5.5.1 Text Data

All content data will be provided by the client and/or re-used from the existing site as identified by the client (see Content Matrix for details).

5.5.2 Images

All required images for the site will be provided by the client in a format and size defined by Beacon to enable the site implementation.

5.5.3 Dynamic Data

All required data shall be provided by the client in a format defined by Beacon to enable site implementation.

5.6   Usability

Usability emphasis is critical to ensure high quality, intuitive e-business solutions by incorporating best practices in user interface design and human factors into the web development process.

5.7   Online User Documentation and Help System Requirements

There are no requirements for online documentation and system help.

5.8   Legal, Copyright and Other Notices

A standard copyright statement shall be provided in the footer of each page. There are no legal notices that need to be added to the Web site software as part of this project.

6.   Hosting & Site Maintenance

No hosting will be provided by Beacon Technologies.

6.1   Maintenance Program

Beacon offers a post-launch maintenance program for clients who host with Beacon. This is a pay-as-you go service. Details can be provided by Beacon's Account Executive.

6.2   Hardware Recommendations

Beacon's IT department has provided the following recommendations with regard to the webserver required for hosting the college websites as analyzed thus far:

- If the webserver is a standard Microsoft operating system,
  nothing has to be done in IIS to allow aspx type includes.
- In a virtual environment we recommend at LEAST two vCPU's and 2GB of RAM for this web server.
- Also, if you have a single folder that contains a large amount of aspx files (maybe 100+) you probably want to turn off batch compilation in the web.config file in that folder. See the following link for a brief description and the syntax to turn this off. http://blogs.msdn.com/b/perfworld/archive/2010/01/13/how-can-i-disable-batch-compilation-for-my-asp-net-web-pages-so-that-the-first-user-accessing-the-web-site-doesn-t-experience-slow-performance.aspx

6.3   Cascade Server

The client requested Beacon's recommendation with regard to development in Cascade version 7.10:

- There is always a risk when upgrading, as it can break existing code, not work well on the server due to hardware/software, introduce new bugs, etc.
- Beacon has not yet upgraded to 7.10, so we can't advise how complex the upgrade is at this time. However, our upgrades in the recent past have gone smoothly.   Therefore, Beacon would recommend upgrading to version 7.10 before development begins. The progressive Data Definitions feature will be a powerful new tool to be leveraged during the development phase.
- The client should be aware that any upgrade comes with some risk, but we believe the risk is pretty low. Always take a backup of the Cascade DB before upgrading in case you need to roll back to the previous version.

7.   Meeting Notes

7.1   Task Force Kick-Off Meeting (11/5/13)

Introductions

Beacon Technologies

- Annette Fowler, Senior Project Manager, 336-232-5696, afowler@beacontechnologies.com

Grossmont/Cuyamaca/District

- Jeff Baker, Vice President Student Services (Grossmont), jeff.baker@gcccd.edu
- Sue Gonda, History Professor/Academic Senate (Grossmont), sue.gonda@gcccd.edu
- Kerry Kilber Rebman, Dean of Learning and Tech Resources (Cuyamaca), Kerry.kilberrebman@gcccd.edu
- Anne Krueger, Communication and Public Info Director (District), Anne.Krueger@gcccd.edu
- Alicia Munoz, English as a Second Language Instructor / Academic Senate President (Cuyamaca), Alicia.munoz@gcccd.edu
- Brian Nath, Director/Information Systems (District), Brian.Nath@gcccd.edu (not present at 11/5 meeting)
- Debbi Smith, Instructional Design Technology Spec/IS (District), Debbi.Smith@gcccd.edu
- Shari Waters, Consultant, Shari.Waters@gcccd.edu

Discussion Points

- Role of the task force:
  - o **Determine and approve the final design and functionality specifications and timeline for the website redesign project**
  - o Review agenda provided each Friday (by Beacon) in advance of Tuesday meeting and be prepared to discuss as it pertains to each college.
  - o Review discussion points of each task force meeting and preliminary deliverables (business requirements, wireframes, project plan) with college committee (or other applicable resources) and provide feedback by **Jan 25**
  - o Provide final approval of all project deliverables by **Jan 31**
- Role of college committees
  - o **Interface with college stakeholders to determine and approve the final information architecture for each college site (by April 4)**
  - o Review design and functionality discussion points and offer feedback (Analysis and Design Phase)
  - o Determination of content owners and reviewers for each college during Information architecture review phase
    - ▪ Content owners are the people that actually maintain the data, will need to be trained and will be instrumental in the conversion of data to new site.
  - o Determine major content area placement (tier two and three content folders) within pre-determined top navigation (Information Architecture Review Phase)
  - o Assist content owners with completion of content matrix for new site (Information Architecture Review Phase)
  - o Determine user acceptance testing participants and test plan process and provide final post-testing change requests (Testing Phase)
    - ▪ Include students in the testing phase (especially in mobile)
  - o Interface with Beacon developers on organization of content areas and content population (Integration Phase)
- Schedule stakeholder meetings

- o Dates (all Tuesdays)-- 11/12 (8-9:30 am), 11/19 (8-9:30 am), 12/3 (8-9:30 am), 12/10 (8-9:30 am), 1/14 (preliminary deliverable review- 8:30-10:30 am), Flex week discussion (week of 1/21), 1/28 (8-9:30 am)
  - o Location—District Training room

Project Timeline

- **Analysis & Design Phase—11/5/13 – 1/10/14**
  - o Stakeholder meetings—Agenda provided on Friday before each Tuesday meeting
    - ▪ Project Kick-off—11/5/13
    - ▪ Mini-site review & Cascade Templates —11/12/13
    - ▪ Functionality (part 1)—11/19/13
    - ▪ Functionality (part 2) and Content—12/3/13
    - ▪ Cascade and other requirements—12/10/13
    - ▪ Review preliminary deliverables-- 1/14/13
    - ▪ Review final deliverables—1/28/14
  - o Preliminary deliverables (business requirements, wireframes, project timeline) provided by Beacon—12/13/13
  - o Final feedback on all discussion topics and preliminary deliverables from client-- 12/20/13
  - o Final A&D deliverables provided by Beacon—12/27/13
  - o Final A&D phase deliverables approved by task force—1/10/13
- **Information Architecture Review— Jan 13 – Mar 7**
  - o Each department/content owner reviews current content, determines what needs to be rewritten and/or discarded
  - o Main site navigation under new top navigation items determined by college committees
- **Cascade Site Development (Beacon)—Jan 13 – Feb 28**
  - o Includes template development, site features and Cascade functionality
- **User Acceptance Testing (Test site) – Mar 3 – 21**
- **Test site development complete—April 4**
- **Site Import—Early May (TBD)**
- **Page/Content Implementation and Cascade training— Late May-Early July (TBD)**
- **Tentative Site Launch—Late August (TBD), must be after registration**

Stakeholder Meeting Discussion Topics

Mini Site Review and Cascade Templates (11/12/13)

- Review of mini site templates
  - o Grossmont - http://grossmont.beacontest.com/default.html
  - o Cuyamaca - http://cuyamaca.beacontest.com/default.html

  - o Based upon approved HTML designs but updated to be responsive
  - o All content and navigation is for sample purposes only
  - o News and Events are hard-coded until final news and event functionality can be determined
- Cascade Templates
  - o Main Homepage
  - o Landing Page
  - o Standard Page
  - o Faculty Templates
  - o Committees Templates

- o Academic Department Template

Functionality

Part 1 (11/19/13)

- Photo Gallery
- Search Results—Google custom
- Widgets
  - o Video
  - o Image
  - o Blog
  - o Events
  - o Content
- Google Maps integration

Part 2 (12/3/13)

- News
- Events/Calendar
- Newsletters
- External/custom applications
- Spectate forms
- 3rd Party HTML Templates

Content (12/3/13)

- Content inventory
- Import and freeze
  - o Release new site in sections or all at once
  - o Consider two phased freeze and launch
- Page Integration
-

Cascade & Other Functionality (12/10/13)

- Permissions
- Workflow
- Training
- Phase 2 / Out of Scope functionality

Action Items

- Put together a formal communication for this project and task force
  - o Responsible: Anne/Shari
  - o Due: TBD
- Begin determining member of the college committees
  - o Responsible: all task force members
  - o Due: TBD
- Flex week workshop organization
  - o Responsible: Sue for Grossmont, Kerry for Cuyamaca, Anne will be a point person
  - o Due: 1/25/14
- Debbi will arrange for meeting room for task force meetings
- Provide August registration dates for each college to determine final launch date(s)
  - o Responsible: Jeff for Grossmont, Kerry for Cuyamaca
  - o Due: 12/10/13

Other / Wrap Up

- Sue requested that all documents will be posted on the committee site AND sent electronically to task force members
- Change terminology on communications from "steering committee" to "task force"

7.2   Sample Site Review and Cascade Templates (11/12/13)

Review of Mini Sites

- o URLs:
    - o Grossmont - http://grossmont.beacontest.com/default.html
    - o Cuyamaca - http://cuyamaca.beacontest.com/default.html
- o Other notes
    - o Based upon approved HTML designs but updated to be responsive
    - o All content and navigation is for *sample purposes only*
    - o News and Events are hard-coded until final news and event functionality can be determined
- Original approved designs-- http://cmsc.gcccd.edu / http://cmsg.gcccd.edu

Cascade Templates

Homepage

- Main home page banner images to include caption text and option to link to interior page, file or external site (in new browser window).
    - o Beacon will add this functionality to the mini sites
- Bottom left features area—option to link to interior page, file or external site (in new browser window). Should it also auto-rotate?
    - o Beacon will add the option to link any featured image to a file, internal page or external site to the mini sites
    - o Beacon will provide graphical mockup option of alternative navigation methods between slides
    - o Beacon will enable auto-rotation of slides
- Functionality of News and Events TBD
- Main navigation
    - o Beacon will provide graphical mockups for drop down menu options for main navigation (Programs & Departments, Student Services, etc.) Not recommended for audience tabs.
- Footer
    - o Beacon will confirm that additional social media icons can be added and confirm that accounts can be edited/updated by CMS admin
    - o Beacon will provide a graphical mockup expanding the footer slightly to include a few additional links, including "Security"

Landing Page

- 2 column—Includes optional buckets and accordion functionality
    - o http://grossmont.beacontest.com/landing-2-col.html
    - o http://cuyamaca.beacontest.com/landing-2-col.html
    - o Per client request, this new page shows 2 column page with a single bucket area-- http://cuyamaca.beacontest.com/landing-2-col-v2.html
    - o Beacon will research option to add 8-12 color options to choose from for background color of buckets
- 3 column—Beacon will investigate if buckets and accordion functionality is an option for 3 column formats
    - o http://grossmont.beacontest.com/landing-3-col.html
    - o http://cuyamaca.beacontest.com/landing-3-col.html
- Top banner image stretches the width of the page and then fade out (fade included in uploaded image)

Standard Page

- 2 column

- o   http://cuyamaca.beacontest.com/standard-2-col.html
- o   http://grossmont.beacontest.com/standard-2-col.html
- 3 column
  - o   http://cuyamaca.beacontest.com/standard-3-col.html
  - o   http://grossmont.beacontest.com/standard-3-col.html
- An optional third column included in the standard interior and landing page templates
  - o   Video player—Every interior standard page will contain a data definition to include an optional video player. Within the video player selector in Cascade, the CMS Admin will provide the YouTube id and Video title. In addition to this pre-built player, the CMS admin can use the HTML view of the WYSIWYG editor to insert video player code on page with a body content area.
    - ▪ Example: http://www.uvi.edu/administration/president/default.aspx

Faculty Templates

- o All faculty data to be maintained within Cascade server and display in the following formats on the site. Faculty data will not be dynamically pulled from a database or third party site, though CMS administrators or content editors could link to third party sites within Cascade as sub-pages as needed.
- o Faculty Listing page-- The faculty listing page will be based upon the design at this link (http://cmsg.gcccd.edu/academic-programs/faculty/default.html) but will include the section's left navigation column, a page title and introductory text. The faculty listing page will automatically display the first and last name and departments of every faculty member listed in the folder.
- o Faculty Detail page-- The faculty default detail page will display the following information saved in Cascade Server within a data definition:
  - Data fields to display:
    - o First name
    - o Last name
    - o Title
    - o Department—could be multiple (choose from multi-select box)
    - o Office
    - o Email
    - o Phone
    - o Fax
    - o Image
    - o Introductory text
  - This information will be displayed like the approved design page at http://cmsg.gcccd.edu/academic-programs/faculty/bluth-buster.html, but will also contain left navigation and ability to link to unlimited sub pages (see next section) rather than tabs, which is limiting.
- o Faculty sub-pages-- An unlimited number of sub content pages may be created under the faculty member's introductory page and these sub-pages will be listed in a navigation menu in a column to the left of their introductory text. Clicking on an item in the navigation list will display the content from that sub page, along with the faculty member's contact information still at the top of the page.
- o Example
  - ▪ http://www.uvi.edu/directory/profiles/administrators/mckayle-camille-a.aspx

Committees Templates

- Beacon will leverage the Committee page functionality already implemented on the GCCCD Cascade site into the new college sites: http://www.gcccd.edu/is/software-training/committee-demo/meetings.html
- During the content evaluation phase, it will be determined which pages should be integrated into the new committee format or continue to link to external/3rd party resources.

Other Templates

- Photo gallery
- Newsletters
- Includes template
- Anything else?

Other Higher Education Website Design References

- **Beacon sites (all Cascade sites):**
  - University of the Virgin Islands—http://www.uvi.edu
  - University of Hartford—http://www.hartford.edu
  - Framingham State University— http://www.framingham.edu
  - University of Scranton— http://www.scranton.edu
  - University of Syracuse— http://whitman.syr.edu
  - Winston-Salem State University-- http://www.wssu.edu/
- **Other**

  - MiraCosta College-- http://www.miracosta.edu
  - San Diego State University-- http://www.sdsu.edu/
  - UC San Diego (Cascade Server)-- http://ucsd.edu/

Client Open Action Items

Added as new tab to Projectbook

Project Timeline Guidelines

- **Requirements Gathering**
  i. Recommended duration—2-4 weeks
  ii. Recommended participants—Project task force
  iii. Current timeline—11/5/13 – 12/13/13
  iv. Of Note:
    - Includes five meetings with project task force to discuss project requirements, design and website functionality
    - At the conclusion of this phase, preliminary project deliverables (business requirements, mini sites, graphical mockups, timeline) will be provided by Beacon for client review and feedback.
- **Preliminary Deliverables Review**
  i. Recommended duration—2-4 weeks
  ii. Recommended participants— Project task force, college committees, content owners (those that will maintain major sections of the website)
  iii. Current timeline—12/13/13 – 1/25/14
  iv. Of Note:
    - All project feedback and deliverable change requests due at conclusion of this phase for inclusion in final project documentation.
- **Final Deliverables Review and Project Approval**
  i. Recommended duration—1-2 weeks
  ii. Recommended participants— Project task force
  iii. Current timeline—1/31/14 – 2/7/14
  iv. Of Note:
    - Approval of all project deliverables upon which all project development will be based (business requirements, mini sites, graphical mockups, timeline) due at conclusion of phase.
- **Information Architecture Review**
  i. Recommended duration—8-10 weeks
  ii. Recommended participants—College committees, content owners
  iii. Current timeline—2/10/14 – 4/4/14
  iv. Of Note:

- Requires evaluation of <u>every</u> section and page of the current sites to determine location in new site hierarchy and selection of Cascade page template. Recommend no less than 8 weeks for this task, as it is very time consuming and laborious.
- **Cascade Development Phase**
  i. Recommended duration—6 weeks
  ii. Recommended participants—Beacon Technologies
  iii. Current timeline—2/10/14 – 3/22/14
  iv. Of Note
     - If at least one month of notice is provided, Beacon can evaluate the option of adding resources to the project to complete this phase in fewer weeks
     - Can't begin until after final project approval, but can run concurrently with Information Architecture review
- **Preliminary Testing Phase**
  i. Recommended duration—2 weeks
  ii. Recommended participants— Project task force, college committees, content owners
  iii. Current timeline—3/24/14 – 4/11/14
  iv. Of Note:
     - This phase includes testing the developed Cascade functionality and templates but no page content will have been entered into the new site at this point in the project.
- **Content Import and Integration Phase**
  i. Recommended duration—14 weeks
  ii. Recommended participants— Beacon Technologies (if contracted to do so) and content owners
  iii. Current timeline—5/5/14 – 8/8/14
  iv. Of Note:
     - During this phase, any updates/edits made on the live sites will have to be carefully documented and recreated on the Cascade site after CMS training.
     - If at least one month of notice is provided, Beacon can evaluate the option of adding resources to the project to complete this phase in fewer than 10 weeks.
     - Includes four weeks for content owners to review imported page and edit/add/remove content as needed before launch. Do not recommend fewer than four weeks for any content owners that are new to Cascade server.
- **Final Site Testing and Launch**
  i. Recommended duration—3 weeks (minimum)
  ii. Recommended participants— Project task force, college committees, content owners, students and/or other website stakeholders
  iii. Current timeline—8/11/14 – 8/29/14

Other/Wrap-Up

7.3   Website Functionality (11/19/13)

Events/Calendar

1. **Google calendar** -- integration like District site, http://www.gcccd.edu/advancement-communications/districtwide-calendar.html
    a. Pros
        i. Matches functionality of current District and college sites
        ii. Allows color coding for different colleges
        iii. Debbie/Anne—other positives?
    b. Cons
        i. Not responsive
2. **Hannon Hill calendar**-- http://www.hannonhill.com/news/blog/2013/an-overview-of-customizable-calendars-in-cascade-server.html / http://www.uvi.edu/calendar/default.aspx
    a. Pros
        i. Displays events on mobile devices responsively
        ii. Uses built-in Cascade features
        iii. Can be customized
        iv. Allows filtering by category/college
    b. Cons
        i. Does not match calendar currently used by District
        ii. Would require exporting and formatting all events currently in Google to new format
3. **Custom calendar**—Beacon has created a number of different customized calendars in Cascade, based on the client's needs:
    a. Lees-McRae-- http://www.lmc.edu/calendar/index.htm
    b. Winston-Salem State-- http://www.wssu.edu/about/events/default.aspx
    c. Hartford (R25 integration)-- http://www.hartford.edu/calendar/default.aspx

Notes

- Lees Mccray listing view was discussed
- Should have Add to my calendar, agenda and calendar view
- Can sub-sites have their own google calendar?
- Contact R25 for features (see chapman.edu)
    o Web presence
    o Searching events
    o Submit events
    o See both schools
    o List view
    o Categories
    o Responsive
    o Athletics shares schools
    o Administration

News

- Grossmont blog—continue use of this site: http://gcnewsrelease.blogspot.com/ ?
- Cuyamaca news releases—couldn't find a current location
- Recommend a News/Press releases site like the following:
    o http://www.uvi.edu/news/default.aspx
    o http://www.wssu.edu/about/news/default.aspx
    o http://www.sebts.edu/headlines/default.aspx

Newsletters

Each school's website will contain a "Newsletters" page type, with which which they may list their campus newsletters with links to current and past editions. This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example
- Logo/image for the newsletter
- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)
- Expand/contract-able lists of past newsletter links by year

Emergency status message

- Are there any specific college policies with regard to emergency message location and content?
- Recommend an ajax light box format that will appear on any page of the site (not just the home page) when an emergency message is "active" and will disappear after being closed by visitor. The display of the message will be controlled by a cookie and only be displayed once per session (or once per visit to the site without closing the browser, in other words).

Photo Gallery

- Beacon will leverage the photo galleries functionality already implemented on the GCCCD Cascade site into the new college sites: http://www.gcccd.edu/information-systems/software-training/photo-gallery-demo/index.html.
- During the content evaluation phase, it will be determined if current photo galleries will be integrated into the new photo gallery format or continue to link to external/3rd party resources. This will be noted in the final Content Matrix documentation.

Right Column Widgets

- Content area—An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed
- Image area—An editable heading and small image (dimensions: TBD) to be displayed in the right column. Image can be hyperlinked to an internal or external page (optional).
- Video area—An editable heading, thumbnail image (dimensions: TBD), and a link/video id to a YouTube video are first saved in Cascade. Then the selected video widget will display the thumbnail image and hyperlinked title text for the selected video. Clicking on the image will open an Ajax window to play the video with a standard YouTube player.
- External links area—A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.
- Blog-- When selected on an interior content page, this widget pulls entries from an existing RSS feed and displays them below the body content area. The CMS administrator will need to provide the link to the RSS feed within the data definition.
- Events-- If a content administrator wants to display their Google event calendar on an interior page, they may do so by adding the "Event Widget" to their page. To display the events, the content editor must provide a Google Calendar in the data definition of the selected page. The calendar information will then be displayed below the content on the page.

Google Maps integration

A Google Map page format will be included so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on the Cascade page. For example: http://hged.beacontest.com/about/contact-us/map-hours-directions.aspx

7.4   Website Functionality (12/3/13)

College Committee Discussion (12/11/13)

- Overall project plan (task force charge, relationship to steering task force, goals, timeline, communication, etc.)
- Draft site
- Not require any decisions or recommendations at this first meeting
- First assignment?
    - Photos for home and buckets (pixels wide by high):
        - 1158 x 563 – homepage slider
        - 293 x 215 – homepage featurette
        - 241 x 161 – Interior bucket spots
    - Determine tier 3 navigation under the following top navigation items:
        - Programs & Departments
        - Student Services
        - Campus Life
        - Quick Links
        - About
        - Future Students
        - Current Students
        - Alumni & Friends
        - Faculty & Staff

News

- Grossmont blog—continue use of this site: http://gcnewsrelease.blogspot.com/ ?
- Cuyamaca news releases—couldn't find a current location
- Recommend a News/Press releases site like the following:
    - http://www.uvi.edu/news/default.aspx
    - http://www.wssu.edu/about/news/default.aspx
    - http://www.sebts.edu/headlines/default.aspx

Newsletters

Each school's website will contain a "Newsletters" page type, with which they may list their campus newsletters with links to current and past editions. This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example
- Logo/image for the newsletter
- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)
- Expand/contract-able lists of past newsletter links by year

Emergency status message

- Are there any specific college policies with regard to emergency message location and content?
- Recommend an ajax light box format that will appear on any page of the site (not just the home page) when an emergency message is "active" and will disappear after being closed by visitor. The display of the message will be controlled by a cookie and only be displayed once per session (or once per visit to the site without closing the browser, in other words).
- Possible design examples here: http://blog.beacontechnologies.com/emergency-status-messages/

Right Column Widgets

- Content area—An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed

- Image area—An editable heading and small image (dimensions: TBD) to be displayed in the right column. Image can be hyperlinked to an internal or external page (optional).
- Video area—An editable heading, thumbnail image (dimensions: TBD), and a link/video id to a YouTube video are first saved in Cascade. Then the selected video widget will display the thumbnail image and hyperlinked title text for the selected video. Clicking on the image will open an Ajax window to play the video with a standard YouTube player.
- External links area—A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.
- Blog-- When selected on an interior content page, this widget pulls entries from an existing RSS feed and displays them below the body content area. The CMS administrator will need to provide the link to the RSS feed within the data definition.
- Events-- If a content administrator wants to display their Google event calendar on an interior page, they may do so by adding the "Event Widget" to their page. To display the events, the content editor must provide a Google Calendar in the data definition of the selected page. The calendar information will then be displayed below the content on the page.

Google Maps integration

A Google Map page format will be included so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on the Cascade page. For example:
http://hged.beacontest.com/about/contact-us/map-hours-directions.aspx

7.5   Content Import and Other Functionality (12/10/13)

Content Import and Implementation Process

- Content matrix completion
  - o Itemizes every page in the new site and its relationship to other pages in the navigational structure as well as the source of the content to populate the new page
  - o Includes only pages housed on the Grossmont and Cuyamaca main sites, not third party sites like CCApply, Blackboard, GCCCD Foundation and WebAdvisor. None of the pages on these sites are included in this project, but HTML could be provided so that their header and footers could be updated (by their vendors or GCCCD staff) to more closely match the new design).
  - o To be completed by GCCCD staff before *implementation* process begins, but does not have to be completed before import process.
- Import process—time included in current project
  - ▪ Current site is downloaded/copied by Beacon. All current site pages that are modified after this date will need to be recorded and then updated by the client in Cascade after CMS training.
  - ▪ Current navigation and design elements of the current site are removed from copied files (no change to live sites)
  - ▪ Modified pages are then imported into Cascade in the same navigational structure as the current site (usually in a separate "import" folder)
- Implementation process—*not* included in current project
  - ▪ Modified pages are moved from their current navigational structure into the new site navigation, based on the content matrix.
  - ▪ Appropriate template and formatting applied to page after being moved, based on content matrix selection
  - ▪ If content for this page will be replaced/updated, the new content is located and added to the page, based on content matrix
  - ▪ New page is published to the Test site
  - ▪ Process is repeated for every page (usually anticipate 5-10 minutes per page)

Cascade & Other Functionality

Permissions and Groups

- Can determine folders and pages that can be edited and/or viewed, what toolbar options can be seen in the editor, what types of documents/files can be uploaded, etc.
- Administrators—District, Grossmont, Cuyamaca, All?
- Types of User groups—page editors, page approvers, administrators, etc.
- Needs to be documented by client before CMS client training

HTML vs. ASPX vs. PHP

- Current district site is HTML and Cuyamaca and Grossmont are ASP
- Beacon recommendations

Workflows

Approval Workflow

1. When a page has been created, renamed and/or edited and is part of the "Approval Workflow", the content editor will submit the page to the workflow
2. Members of the approval team will receive an email notifying them that a page is ready for approval. All pages on the site will be submitted to the same team of approvers.
3. When a member of the approval team clicks the page from the email, they may accept the updates or reject them

4. If the updates are accepted, the page will be published and, if it is a new or renamed page, the relevant navigation files will also be published.

Notification Workflow

The CMS notification workflow process will work as described below:

1. When a page has been created, renamed and/or edited and is part of the "Notification Workflow", members of the notification team will receive an email notifying them of activity on the page, but the content editor will still be able to publish and edit the page as needed, without waiting for approval by the workflow.

Client Action Items

Beacon Action Items

7.6   Deliverable and Design Review (1/14/14)
Deliverable Questions

Please feel free to bring any questions/concerns that you have about the preliminary deliverables (business requirements, projectbook, sample sites and wireframes) for discussion during this part of the meeting. Any approved updates will then be included in the final deliverables on 1/31.

Design Updates

The following items were added to the proposed designs during the analysis phase based on committee responses, but have not yet been incorporated into the sample sites, pending approval.

- **Footer—**REQUEST: Make footer a tad taller so that more links can be accommodated in the 3rd and 4th column. (add "Safety")

Drop menu (horizontal option)—REQUEST: Show horizontal mega menu on an interior page

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- **Bucket colors**
  - o Request: Allow the content editor to be able to select the background color of each "bucket" with a choice of 8-12 color options.

- o Beacon response—Beacon's graphical designer reviewed this request and has the following feedback:
  - ▪ I understand the client wants to be able to draw attention to buckets using color, but I'm concerned that if every content editor picks a different color for different reasons, the colors don't help the user at all and could cause confusion, like the first example below. Instead, I recommend a small colored icon similar to the following to keep the integrity of the design, like the second example below OR allowing the background colors to be selected, but only giving 2 or 3 color options.

Buckets with multiple background colors (not recommended)	Buckets with small arrows or icons of various colors (recommended)

Other Beacon Action Items

To be completed by Friday, Jan 17 in sample sites:

- Home-- Make background for the featured area a gray gradient like the News and Events sections
- Footer
    - The address in the footer should be a link to Maps & Directions
    - Links in the footer should go to the pages already linked in the current home page on Cascade Server
    - "A Member of the Grossmont-Cuyamaca Community College District" should be in one line in desktop view
- http://cuyamaca.beacontest.com/current-students/technology-resources.html -- Revise content of this page to match new design
- http://grossmont.beacontest.com/programs-departments/default.html-- Link image as well as headline text in buckets
- Create sample page with this functionlaity: http://www.cuyamaca.edu/gd/class-desc.asp
- Site Header
    - Make sure logo has alt text and that it contains the full college name
- Add social media sharing icons (print, email, "Add This" to facebook/twitter/etc.) to all interior pages

Client Action Items

- Provide feedback on preliminary deliverables (business requirements, projectbook, wireframes) by 1/24
- Determine bucket design (background color vs. icons) by 1/24
- Approve horizontal mega menu design by 1/24
- Approve footer design update by 1/24

Analysis Phase Timeline

- Client feedback on all discussion topics and preliminary deliverables—Friday, January /24

- Beacon provides final deliverables (business requirements, wireframes, project book, proposed site hierarchy, content matrix and calendar recommendations)—Friday, January 31
- Analysis Phase Signoff/Approval of Final Business Requirements, Projectbook and Wireframes—Friday, February 7

Other / Wrap Up
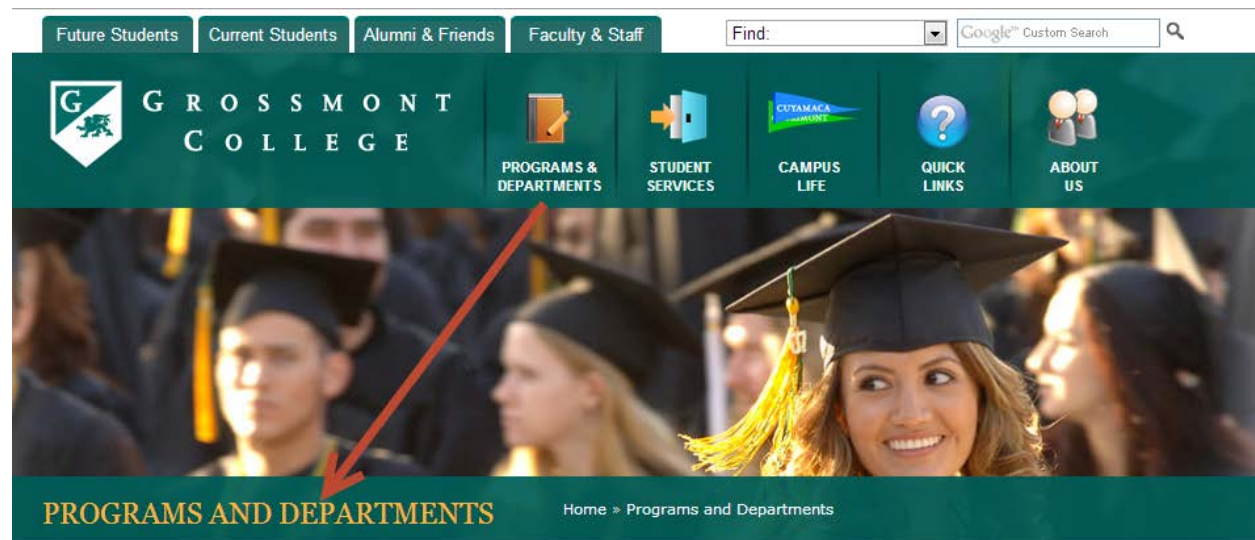
7.7   Feedback Responses (1/28/14)
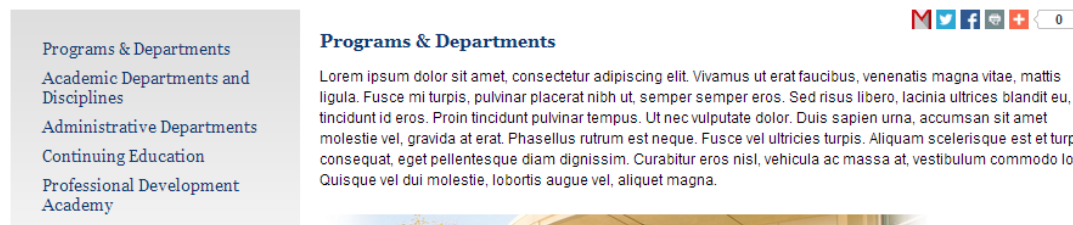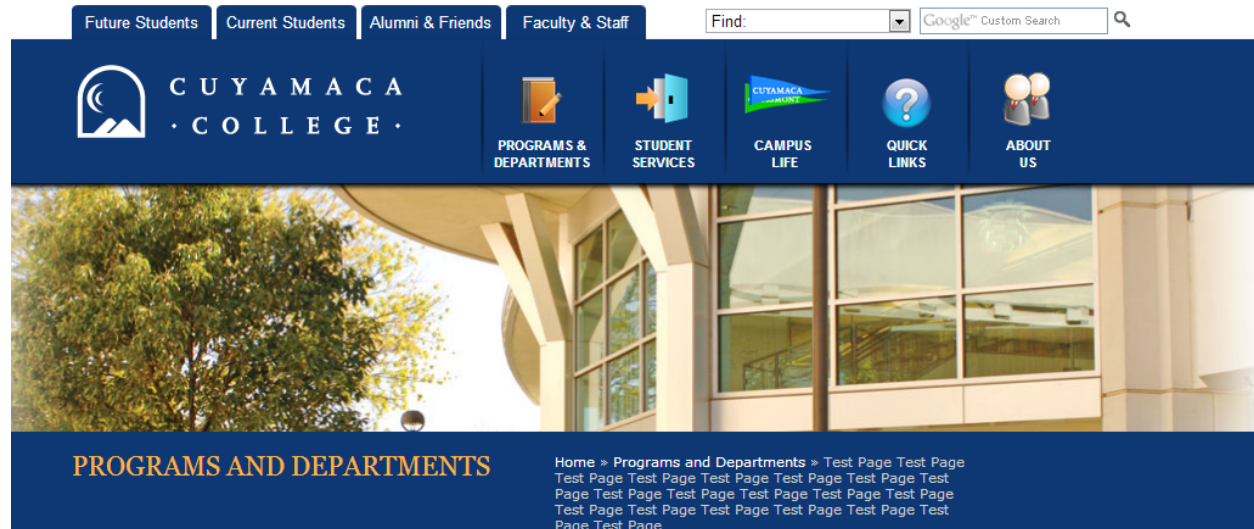### *Site-wide Design Features*

Header

- Will Cuyamaca College logo link back to home page from interior pages?
  - Yes, this should be updated now on both sample sites
- Audience-based Site Map - Will this be the page accessed by clicking on the audience tab at the top of every page?
  - Correct, the audience based site maps are accessible via the tabs at the top of every page
  - Example site with this functionality: http://hged.com/ (see Residential, Commercial, Education, Community, Contractors, Economic Development buttons in site footer)
  - An alternate option for audience-based pages, would be a unique template for the audience pages, but this requires more maintenance and upkeep than the dynamic site-map option: http://www.uvi.edu/ (see "Information For…" drop down in top right corner)

Top Navigation

- If we change something on the menu, would we have to republish the entire site?
  - No, we have revised the top navigation and footer on the sample sites so that they are "include files" and will only have to be published on one page in order to update the entire site
- Section name -- now all caps. Could it be small caps to distinguish for things such as WebAdvisor or CalWorks?
  - The section name is always going to be one of the top nav items (Programs & Departments, Student Services, Campus Life, Quick Links or About Us, so I don't think that WebAdvisor or CalWorks will ever appear here. Let me know if we are mistaken.
  - We agree that the left navigation should be proper case so that if these names are used in page titles, they will be distinguishable.
  - Beacon will leverage the District's current navigation system, which displays the folder name in the yellow (rather than the top level section name) and the text will use proper case (vs. all caps).

- Breadcrumb navigation may need top-level to be small caps instead of Uppercase so that some acronyms display properly. Such as CalWorks.
  - Believe this is a duplicate of the item above.
- Main Navigation should use "About Us" like the District Page. This way all links will have two words, which should be on two lines.
  - This has been implemented on the sample sites
- Although I still don't like using the term Student Services. That will cause a lot of confusion because we have a large segment of the college that is called Student Services.
  - This is a business decision and can be modified easily in Cascade when finalized.
- Breadcrumb navigation - does it have a fixed height, or does it expand?
  - It expands as seen below…

Drop/Mega Menu

- Mega Menu - I enthusiastically support the mega menu and suggest we go with Design Option 2 (Tier 2 and 3 pages) from the wireframes v1 document. My concern is that unless we have server scripting such as aspx, will we need to publish the entire site when changes are made to the menus?
  - The mega menu will be an include file that will only need to be published once after being modified.
- Like the horizontal mega-menus with possible for call to action
  - Included in the revised wireframes on slides 6-9
  - Added this recommendation by Beacon's graphical designer to the requirements doc: **There will be a maximum of one image and one call to action button per drop down menu. The image and call-to-action button can be different per menu. The image size should be exactly (x). The image and call-to-action buttons will always be displayed in the last/right column of the menu. If desired, only an image or only a call-to-action button can be displayed on any menu.**

Footer

- A new icon for WebAdvisor? Don't like the "I." WebAdvisor is one word
  - Included in revised mockups with new icon and WebAdvisor as one word
  - The WebAdvisor logo/text will be used instead of new icon. To be updated by Beacon in next wireframe updates.

Home Page

- Is there a way we can print/share for the home page like we do on the interior pages?
  - We don't normally include these icons on the home page for a few reasons:

- The original designs don't really have a place that would easily accommodate these icons without looking "cluttered"
- People normally use sharing icons to share event or news specific information that they find valuable, so they would generally go to the detail page, not the homepage, to share this info, not the home page
- Here's a reference article for your consideration: http://ux.stackexchange.com/questions/13073/should-social-media-sharing-icons-be-placed-on-the-homepage-as-well-as-article-p
- That being said, if you want us to modify the home page design to accommodate, we can do so.

- For home page, make it About Us and make Campus Life two lines so consistent across the website.
  - This is complete on the sample sites
- Section 508 - Is there a way to make it more apparent what element is active when tabbing through a page? For instance, try tabbing through the GCCCD home page and choosing Quick Links or the navigation circles beneath the features images.
  - Are you looking for more obvious active/focus states on links like the blue box below? If so, we'll add this requirement if this meets your needs.
  - Please confirm if this meets the requirements?
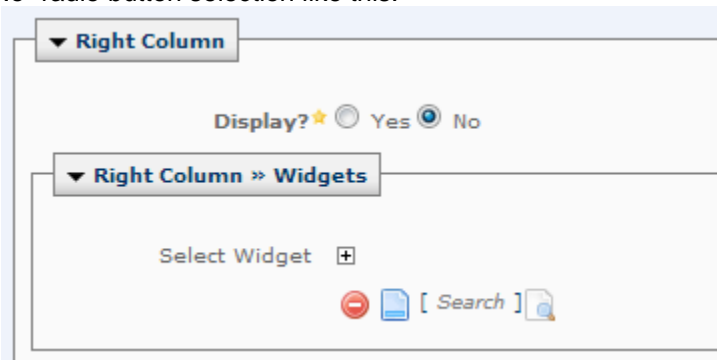

Standard and Landing Pages

- For a long website page, will left-navigation menu follow user as they scroll down? Can you put in feature so user can get back to top of page?
  - We don't normally have the left navigation scroll down with the user due to the additional code and page load time that it requires (particularly for a responsive site). However, if it is critical, we can include this.
  - We can easily add a "Return to top" link at the bottom of the page and this would not have the negative impact on page load as the scrolling left navigation requested above.
  - "Return to Top" link will be added to all interior pages. Add to requirements doc.
- Should contact info should be on right side as a widget instead of on left navigation? On mobile, where would contact info show up?
  - We don't recommend having the contact information on the right side because a right column is optional on all pages. You don't want to train the visitor where to find that information and then have it disappear on some pages
  - We've included a recommended design and location for this information on slides 11 and 20 in the revised wireframes.
  - If this information is included under in the left column, then it will appear at the very top for mobile. If we put it in the right column or under the content it will appear at the bottom for mobile. Because of 508 compliance requirements, it has to appear in order responsively and we can't control the position.
  - This information will be displayed in left column as originally proposed/designed
- Left Navigation - last bullet - Contact Information box will likely be below the scroll. Can we consider moving/adding this as a widget available at the top of the right column on a 3 column page? See admissions page. Left Navigation - last bullet - Contact Information box will likely be

below the scroll. Can we consider moving/adding this as a widget available at the top of the right column on a 3 column page? See admissions page. Office and hours information along with contact information might be better served as some kind of include file that could be on all admissions pages in the right column. That way actual page content wouldn't be pushed down the page so far.

- o Same as question above—we wouldn't recommend this because it couldn't be used on pages with no 3rd
- o With regard to "some kind of include file that could be on all admissions pages"—we can create a setting in Cascade that would allow any widget created on a section default page to be automatically displayed on all the children in that section. Could be applied to call to action buttons and contact information in the left column or widgets in the right column. Added this requirement to requirements doc.
- Office and hours information along with contact information might be better served as some kind of include file that could be on all admissions pages in the right column. That way actual page content wouldn't be pushed down the page so far.
- For landing page, will it be a checkbox in Cascade whether will be a two-column or three-column page?
  - o Currently in Cascade, the user selects from either a 2 column or 3 column landing page, when creating the page. However, we could change this so that it is instead a "Yes/No" radio button selection like this:

  - o If we go this route, I would suggest that we also consolidate the landing and standard pages into one template with a "Yes/No" radio button to include a banner image so that all functionality is available in one template.
  - o All functionality will be included in one standard template (rather than separate templates for banner and right columns)
- On the buckets -- get rid of the arrows after the bucket names
  - o This update is displayed on the updated wireframes, slides 12 and 13
  - o We've also included on this mockup, the use of a set of standard icons that content editors could use when creating buckets, to add some creativity. The icons that we would recommend implementing include the following. Content editors could choose to use these icons if they wish, or not—it would be entirely optional.
  - o Client has elected to not use arrows or icons in the bucket area—just headline text and image

- Create pages with the possible right-hand widgets we could have.

- o Not sure what this means. No widget functionality has been developed on the sample sites yet, pending final approval of the business requirements. Proposed functionality can be found in the business requirements and wireframes deliverables.
  - o Content, image and video widgets will be added to sample sites. Calendar and blog widgets will not be added until development phase (after requirements are approved).
  - o Beacon will research the integration options with Vimes and 508 compliance options (i.e. transcripts)
- Print icon -- we're having a trouble seeing the icon -- might be a function of what it looks like on screen
  - o Green print icon will be added to sample sites
- New print icon option (third icon from left, in green). Please note this is a little blurry due to the

amount I've blown it up here.

Faculty Pages

- Faculty Listing page - will there be a way to display faculty by department?
  - o Wireframes have been updated to include a link to a department listing page on slide 23
- Faculty Detail page - Courses - link is defined by faculty? Most faculty won't know what to do with a WYSIWYG. They need a data definition to put their syllabus, assignments, textbook, etc. See Alicia.Munoz, Kathy.Kotowski, anniezuckerman, barbara.pescar. lyn.neylon, michael.campbell
  - o Please define specifically what fields will be required for faculty pages and we'll add to the requirements
  - o Need further information on this item
- Faculty Sub-pages - Each faculty member will have their own directory for storing files, etc? Will rights be only for that faculty member and sysadmins?
  - o Cascade admins will be able to set Cascade permissions for editing pages
  - o No password protection requirements for the public pages has been discussed as yet, so if this is required, please define requirements.
  - o Let us know if further information from Beacon is required on this item.

Committee Pages

- Committee home page needs data definition to provide links to Charge & Composition PDF file, Meetings page, and Members page. Below this on the home page can be a WYSIWYG since each committee varies.
  - o This can be accommodated, but would like to discuss with Debbie to make sure there are no District concerns or implications.

Photo Gallery

- The current photo galleries script uses the Prototype / Scriptaculous framework which adds unnecessary load time to the page. Prototype is barely being maintained and may be obsolete soon. Would prefer a jQuery script be used.
  - o If the current functionality should will not be leveraged, Beacon recommends the implementation of a jquery based photo gallery like used here: http://www.uvi.edu/administration/about-uvi/photo_tours/stx.aspx
  - o Revised mockup includes proposed layout in slide 29

News

- Will colleges have control over what appears here, or only the District?
  - o This is a business decision. If Cascade users at the college are given access to the District News folder, then they will be able to add/remove/update stories.
- Colleges cannot post their own news articles?

- o   Same response as above. Depends on if they are given access to submit articles in Cascade.
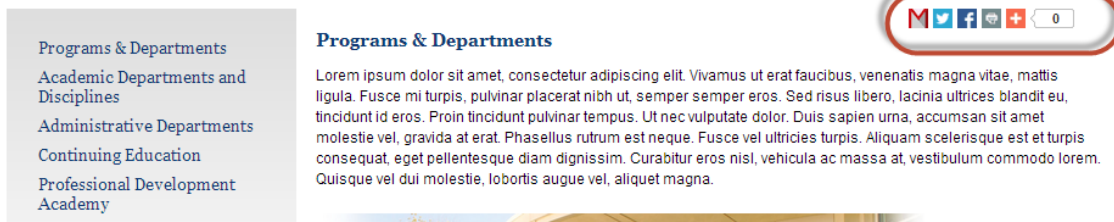
Calendar

- Do Hannon Hill and/or R25 solutions allow for multiple calendars such as a separate calendar for Athletics that can be embedded on the Athletics page? Or Performing Arts can have a calendar embedded on their page with just their events?
    - o   The Hannon Hill calendar Beacon implemented on the University of the Virgin Island site allows events listings by category to be displayed on individual pages. For example, the complete calendar with all events is listed here (http://www.uvi.edu/calendar/default.aspx), but this page shows a listing of just the events tagged for "Current Students" at the bottom of the second column (http://www.uvi.edu/audience/current-students.aspx). Something similar could be devised for Grossmont/Cuyamaca.

Department Landing Page

- I don't see any templates that have been created to do instructional department websites. These will be very difficult to develop or maintain without using data definitions. Please see http://www.cuyamaca.edu/auto/ for an example of the minimum information we need to put on instructional department websites.
    - o   We've included a new template in the wireframes on slide 27 for Departmental landing pages. Please review and confirm that it includes all required functionality and these specs will be added to the requirements document.

Deliverable Information

- 2.2.1.2 -- What does the Add This button mean -- seems like a mistake in the business requirements?
    - o   This has been revised in the documentation to be called "Social media/sharing icons", but refers to these icons (which use the software from a company called "AddThis")…

- 2.2.1.2-- Sharing icons/links - I think a sharing button should be called "Share" instead of "Add This"
    - o   Same as item above
- 2.2.1.7 - How is this Spectate form functionality different than what is already provided by Cascade Server?
    - o   It is the standard functionality provided by the Cascade/Spectate connector.
- 2.5 Training - My hope would be that this training is via webinar that can be video recorded, and we get a copy of the recording. This would help with personnel changes, refreshers, etc.
    - o   Agreed. The training session will be recorded and posted for Grossmont/Cuyamaca to download. This has been added to the requirements document.
- 3.0 Optional - Admissions Deadlines - this is JavaScript... can this be pasted into a WYSIWYG and work? We need a way to create pages that have JavaScript functionality besides what is built-in, in order to not be trapped in 2013.
    - o   JavaScript copied into the WYSIWYG editor usually works within Cascade, but if you could provide some sample code, we can paste into the sample sites to verify.

- 3 - Optional Enhancements - College Catalog - I don't see how we can do the college sites without this! It doesn't have to be a database. It can be index blocks or metadata for each course description.
  - o We need specific requirements for this type of page if it is going to be recreated in Cascade. The colleges appear to handle course catalog information different, so we'd need the exact specs (fields required, page layout, etc.) in order to quote.
  - o Committee confirmed that this will be out-of-scope in phase one
- 4. Client action items - I would prefer .aspx because this would allow us to use server side scripting as needed in the future. Locking into only html could prove detrimental in the future. Actually, I'd really prefer PHP. Is this possible?
  - o ASPX is our strongest recommendation and is the format that we almost always use with Cascade currently. PHP, ASP and HTML are options as well—we just need a final decision.
  - o Committee will discuss with Brian the need for an ASPX compatible server for hosting these faculty sites, but that this is not included in the scope of the Cascade project.
- 4. Client Action Items - permissions, toolbar options and groups. We need more information in order to do this.
  - o More information for this requirement will be provided during the Information Architecture phase. It is not required now, but noted here for future reference
- 5.1 Coding languages - HTML 5 should be used whenever possible.
  - o Agreed and added to the requirements document
- 5.4 Smartphones - Apple iPhone 5S is current
  - o Updated in requirements document
- 5.4 Smartphones - Samsung Galaxy S4 current version is Android 4.3
  - o Updated in requirements document
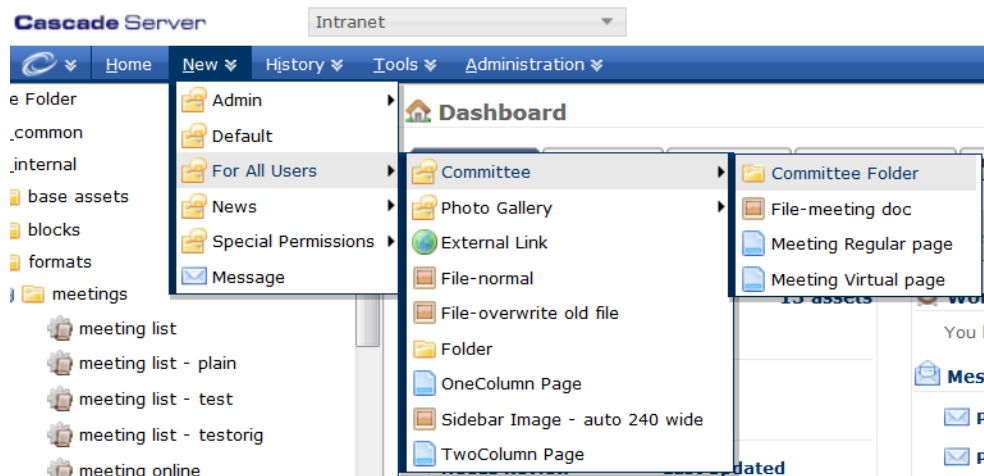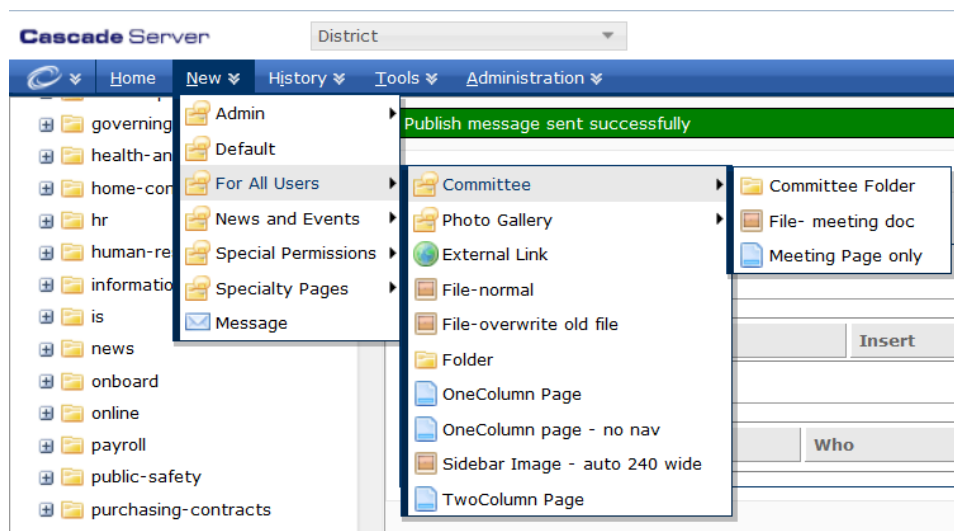
8.   Appendix A

8.1   COMMITTEE MEETING FOLDERS/PAGES for GCCCD

COMMITTEE MEETING PAGES HAVE SEPARATE:

- Metadata Sets
- Config Sets
- Data Definitions
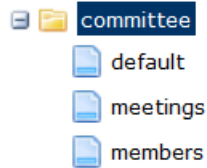- Content Types

- Static Index Blocks
- Formats

COMMITTEE MEETING FOLDER/PAGES CAN BE ADDED BY ALL USERS

(the Intranet has an additional 'virtual meeting' page with a slightly different format; the District has similar formats for Governing Board Meetings and Policies):

All rights reserved.

MEETING FOLDER/PAGES CONSIST OF A CHOICE OF:

1. Committee Folder – creates 3 starter pages

2. File meeting doc – reminds user to enter a Title for the doc

3. Meeting page only/Meeting-Regular page – user can add extra meeting pages (the District/Intranet usually has a meeting page for each year)

   DEMO OF WHAT COMMITTEE MEETING PAGES LOOK LIKE:

   http://www.gcccd.edu/is/software-training/committee-demo/meetings.html
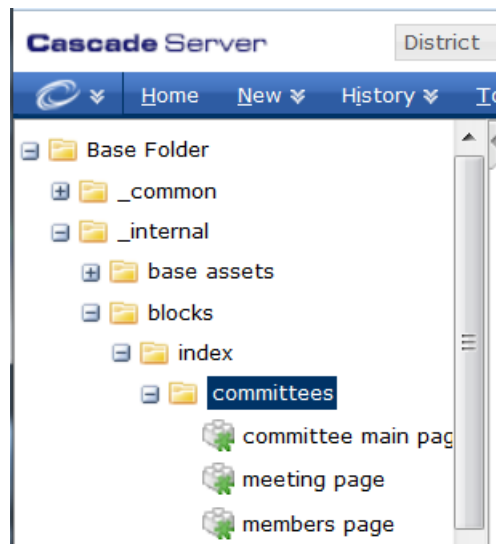
   SCREENSHOT OF MEETING PAGE EDIT:

   http://www.gcccd.edu/is/software-training/committee-demo/documents/files/Cascade-screenshot-of-Meeting-Page-edit.pdf
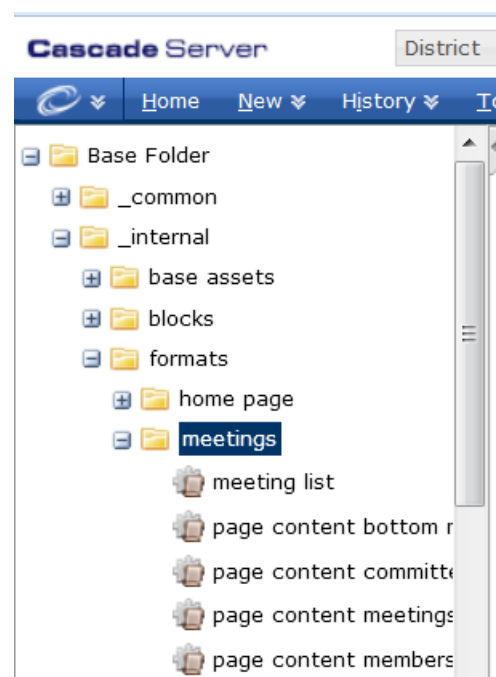
4. Meeting-Virtual page – similar formatting, currently only on the Intranet

LOCATION OF COMMITTEE INDEX BLOCKS:

(additional blocks for the Intranet)

LOCATION OF COMMITTEE FORMATS:

(additional blocks for the Intranet)

CSS CODE FOR TABLES:

- Automatically sorts by meeting date (most recent date at the top)
- Automatically creates accessible tables, a new table for each year added to a single page
- Adds designations for .pdf, .doc, .docx, etc

```
/*tables for meetings */
table.meetingschedule  th {background-color: transparent; }
.meetingtable {border: 2px solid #0d3873; border-collapse: collapse; width: 100%;}
.meetingtable td {border: 1px solid #0d3873; text-align: left; vertical-align: top; padding: 4px; line-height: 1.5}
.meetingtable th {border: 1px solid #0d3873; background-color: #e9e9e9; font-weight: bold; text-align: left; padding: 4px;}
.govmeettable {border: 2px solid #0d3873; border-collapse: collapse; width: 100%;}
.govmeettable td {border: 1px solid #0d3873; text-align: left; vertical-align: top; padding: 4px; line-height: 1.5}
.govmeettable th {border: 1px solid #0d3873; background-color: #e9e9e9; font-weight: bold; text-align: left; padding: 4px;}
.govbdtable {border: 2px solid #0d3873; border-collapse: collapse; width: 100%;}
.govbdtable td {border: 1px solid #0d3873; text-align: left; vertical-align: top; padding: 4px; line-height: 1.5}
.govbdtable th {border: 1px solid #0d3873; background-color: #e9e9e9; font-weight: bold; text-align: left; padding: 4px;}
  /* Date column or GovBrd Policy Item*/
  .meetingtable td:first-child,
  .meetingtable th:first-child  {width: 12%;}
  .govmeettable td:first-child,
  .govmeettable th:first-child  {width: 21%;}
  .govbdtable td:first-child,
  .govbdtable th:first-child  {width: 58%;}
  /* Agendas column or GovBrd Meeting type or GovBrd BP Policy */
  .meetingtable td:first-child + td,
  .meetingtable th:first-child + th  {width: 12%;}
  .govmeettable td:first-child + td,
  .govmeettable th:first-child + th  {width: 21%;}
  .govbdtable td:first-child + td,
  .govbdtable th:first-child + th  {width: 16%;}
  /* Minutes column or GovBrd Agenda or GovBrd AP Policy*/
  .meetingtable td:first-child + td + td,
  .meetingtable th:first-child + th + th {width: 12%;}
  .govmeettable td:first-child + td + td,
  .govmeettable th:first-child + th + th {width: 12%;}
  .govbdtable td:first-child + td + td,
  .govbdtable th:first-child + th + th {width: 16%;}
  /* Documents column or GovBrd Minutes and docs - not for GovBrd Policy*/
  .meetingtable td:first-child + td + td + td,
  .meetingtable th:first-child + th + th th {width: 64%;}
  .govmeettable td:first-child + td + td + td,
  .govmeettable th:first-child + th + th th {width: 45%;}
  /* File type icons -  padding is needed on all links to make room for icon on hover */
  .meetingtable a {display: inline-block; padding-right: 22px; vertical-align: top;}
  .govmeettable a {display: inline-block; padding-right: 22px; vertical-align: top;}
  /* PDFs */
  .meetingtable a[href$=".PDF"]:hover,
```

```
    .meetingtable a[href$=".pdf"]:hover {background: url('../images/icons/file-icons/file-pdf.png') no-repeat
top right;}
    .govmeettable a[href$=".PDF"]:hover,
    .govmeettable a[href$=".pdf"]:hover {background: url('../images/icons/file-icons/file-pdf.png') no-repeat
top right;}
    /* Word files */
    .meetingtable a[href$=".docx"]:hover,
    .meetingtable a[href$=".doc"]:hover {background: url('../images/icons/file-icons/file-word.png') no-repeat
top right;}
    /* Excel files */
    .meetingtable a[href$=".xlsx"]:hover,
    .meetingtable a[href$=".xls"]:hover {background: url('../images/icons/file-icons/file-excel.png') no-repeat
top right;}
    /* PowerPoint files */
    .meetingtable a[href$=".pptx"]:hover,
    .meetingtable a[href$=".ppt"]:hover,
    .meetingtable a[href$=".pps"]:hover,
    .meetingtable a[href$=".ppsx"]:hover {background: url('../images/icons/file-icons/file-powerpoint.png')
no-repeat top right;}
    /* text files */
    .meetingtable a[href$=".rtf"]:hover,
    .meetingtable a[href$=".txt"]:hover {background: url('../images/icons/file-icons/file-text.png') no-repeat
top right;}
    /* external links */
    .meetingtable a[href$=".html"]:hover,
    .meetingtable a[href$=".htm"]:hover,
    .meetingtable a[href$=".php"]:hover,
    .meetingtable a[href$=".aspx"]:hover,
    .meetingtable a[href$=".asp"]:hover  {background: url('../images/icons/file-icons/file-link.png') no-repeat
top right;}
```

8.2   Use of Title Tags

From: Rhonda Bauerlein
Sent: Wednesday, March 05, 2014 12:09 PM
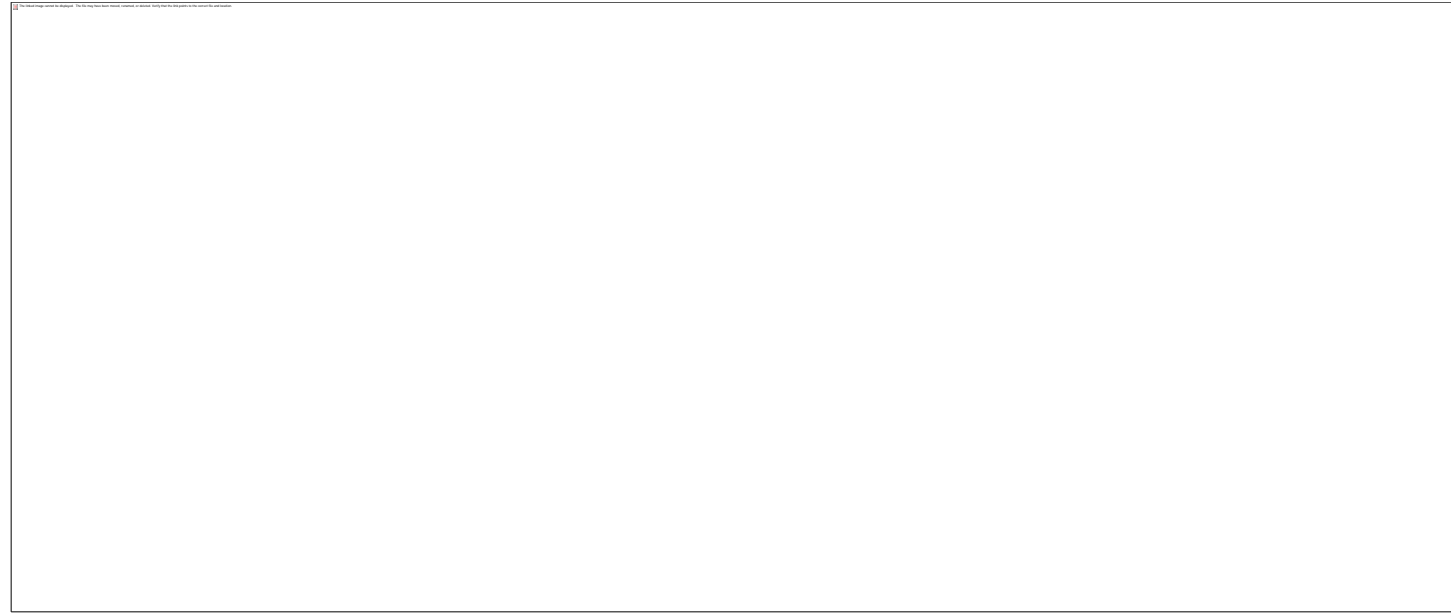**To:** Kerry Kilber Rebman
Subject: for Beacon - use of title tags

Re: Title metatags should not be used for breadcrumbs or navigation - title tags are needed for important
SEO information that isn't appropriate for breadcrumbs

I'm a bit at a loss as to how to clearly communicate this one. I don't have access to how you're creating
pages on the beacontest server, so I can't tell if you're using the Title metadata or the Display Name
metadata for the title tag and breadcrumbs/navigation.

When we got our templates from Hannon Hill, they were using the title tag for the breadcrumbs, and the
District site is still set up this way.

On the current District site, when editing a page, they see this:

The District template has this title tag which assigns the Title metadata to the HTML title tag.

<title><system-page-title /></title>

District format for Breadcrumb trail:

#set ($trail = $_XPathTool.selectNodes($contentRoot, "//system-folder"))

#set ($count = 1)

#foreach ($crumb in $trail)

        #set ($title = $crumb.getChild("title"))

To summarize, the District only has the option to enter the "title" for every page of their site. That "title" is then used in all the breadcrumbs and navigation as well as the title tag for the page. This title tag is the primary SEO tool, and needs to have descriptive text that is not suited to breadcrumbs or navigation.

- - -

We want to use "title" metadata **only** for **<title><system-page-title /></title>** in the template. Please use the "Display Name" metadata for breadcrumbs/navigation.

District format for Breadcrumb trail:

```
#set ( $trail = $_XPathTool.selectNodes($contentRoot, "//system-folder") )


#set ( $count = 1 )
#foreach ( $crumb in $trail )
        #set ( $title = $crumb.getChild("title") )…
```

Preferred format for Breadcrumb trail, something like this:

```
#set ( $trail = $_XPathTool.selectNodes($contentRoot, "//system-folder") )


#set ( $count = 1 )
#foreach ( $crumb in $trail )
        #set ( $display = $crumb.getChild("display-name") )…
```

hope this helps,

Rhonda

Rhonda Bauerlein

Instructional Design Technology Specialist at Cuyamaca College
619-660-4013 | email | website | schedule a meeting with me

9.   Document Approvals

The signature page indicates all parties from Beacon Technologies and Grossmont and Cuyamaca Community Colleges have reviewed the Business Requirements document and agree to its contents.

_____   _____

Annette Fowler, Beacon Technologies, Project Manager   Date

_____   _____

                                                          Date