

## **District Website Task Force - Notes**

### **August 27, 2015**

**Present:** Rhonda Bauerlein, Anne Krueger, Kerry Kilber Rebman, Chris Rodgers, Lorena Ruggero  
Debbi Smith

**Absent:** Brian Nath

#### **1. Intelliresponse**

Information:

- They host everything.
- It's a 3-year contract.
- Columbia College and Foothill are two good examples.
- Once we launch the system there is a way to rate the responses so we will get feedback on whether it was useful to the students.
- They need 10 Working days to get it launched once finalized
- Grossmont is using the Griffin as their icon and "Ask Grossmont" as the title.
- Grossmont took the top 100 or so questions from Foothill and are working on the answers. Goal is to get to 400 questions.
- Timeline: Launch for Grossmont is planned for late September. Cuyamaca TBD (we learned in our meeting with Donna afterwards that the goal is end October).
- Grossmont has a flyer for GradGuru, StudentLingo (on demand student workshops) and Intelliresponse and will be doing a social media launch.

Decisions:

- We agreed on these items for the Mock-up:
  - Take out image banner (banner-less page)
  - Move question box below the breadcrumbs
  - Top ten question to appear in right-hand column
  - We don't want drop downs on the Intelliresponse page
- Cuyamaca will use "Ask Cuyamaca" at title.
- We will advertise it on a web ad until we can get it on the homepage and footer.

**Action Items:**

- Need decision date for where the Ask icon will go? It's a big programming job.
- Cuyamaca needs to decide on Icon image.
- Need a communication/marketing plan, specifically need to communicate to campuses that this is separate from our websites even though it will look similar. Lorena already has some plans in place.
- Lorena to share initial marketing plans with group.
- Do focus groups with students on the Mock-up

## 2. Committee Charge and Composition

- Decided on “Website Governance Committee” as the new name.
- All agreed on the draft charge language.
- **Action Item: Anne will make changes and move forward through approval process.**

## 3. Submit Events Form

- We need to get people submitting their own events.
- **Action Item: Anne will ask Brian about making this issue a priority.**

## 4. Process for Externally Hosted Websites

- **Action Item: Kerry to invite Ryan Shumaker to our next meeting.**
- **Action Item: Kerry to send information on the request to the group for review.**

## 5. Next Meeting

- Consider using Zoom. All would need microphones at minimum, preferably a webcam.
- **Action Item: Rhonda to recommend webcam/microphone**
- September meeting with be at Grossmont.
- **Action Item: Anne to find location.**