

# Website Communications Committee

Thursday, July 18, 2018

Cuyamaca College, E-106

## Minutes

### 1. **Cascade 8 Feedback**

Committee members discussed feedback regarding the Cascade 8 upgrade. Debbi Smith noted that the home page problem and navigation bar issues had been fixed; although the reason for the error was not discovered. Lorena Ruggero noted the error messages frequently encountered by users. Dawn Heuft shared her experience teaching training sessions and noted that creating new pages, and the save, submit and publish processes; and the ability to view the entire file structure was a new challenge for users, however their seemed to be “good energy” around the upgrade amongst users. Rocky Rose noted that the two submit choices – one to check accessibility and the one that does not – were confusing for users. **Debbi Smith asked the group if she should install the SiteImprove accessibility plug-in; all users confirmed they approved installation.** Rocky noted that he was regularly using SiteImprove to check Cuyamaca College’s website accessibility and noted an improvement from 30+% to about 58%. Dawn Heuft asked if anyone was currently using “task lists” in Cascade; Rocky Rose noted that he was and that he would provide an update in the future.

### 2. **GDPR updates**

Debbi Smith noted there were no new updates regarding GDPR from the state listserves and/or the District’s legal counsel. **Debbi Smith also asked if GDPR-appropriate consent language had been added to the bottom of all website forms; Rocky Rose confirmed it had been for Cuyamaca; Lorena Ruggero and Dawn Heuft noted they’d need to work together to complete this task and would provide an update at the next meeting.** **Lorena Ruggero also noted that she would work with Bryan Lam on a new process for collecting/sending international student emails.**

### 3. **Accessible Content Training**

Lorena Ruggero and Dawn Heuft asked how accessible content training was provided to faculty and staff at Cuyamaca College, as Grossmont College is interested in creating an additional website training module. Rocky Rose shared that accessible content training was made available through Rhonda Bauerlein and Brian Josephson with DSPS provide trainings, drop-in sessions and have a sequential training format. As a former administrative assistant, Dawn noted that not all admin assistants have Adobe Acrobat Pro installed on their computers to create accessible documents and that trainings should include how to complete the software request form, or that the district should automatically install Adobe Acrobat Pro on all computers assigned to administrative assistants. **Lorena Ruggero noted that she would bring this up at Grossmont College’s cabinet meeting and would email Jodi Reed/Kerri Kilber regarding it to the attention of Cuyamaca College’s cabinet.** Taylor Smith noted that faculty should also be notified regarding the discounted versions of Adobe Acrobat Pro available through the district, as many faculty create class documents at home. **Lorena Ruggero noted that she would create an announcement for Grossmont College faculty/staff and would share that language with**

**Rocky Rose for appropriate distribution at Cuyamaca College during professional development/flex week.**

**4. Accessibility Workshop Attendance**

Lorena Ruggero asked who from across the district was attending the CCCC Security Center and Accessibility Center workshops held July 30 and 31 at City College. Rocky Rose noted that he and Rhonda Bauerlein planned to attend; Lorena Ruggero noted that Matt Calfin, Dawn Heuft and herself planned to attend.

**5. Formstack Submission Downloads**

Debbi Smith noted that Formstack was nearing its maximum capacity for form submissions. She noted that District had downloaded all forms. Rocky Rose noted he was working with Cuyamaca College and, especially, its Admissions & Records department to archive all submissions before 2018. Lorena Ruggero and Dawn Heuft noted that they would work on archiving and/or downloading all Grossmont College submissions as soon as possible. The group discussed the need for a master password list for all of the password-protected forms, as some forms cannot be downloaded/archived without a password. **Dawn Heuft, Lorena Ruggero and Rocky Rose committed to creating a master password list with their campus departments that they will share with Debbi Smith; Debbi Smith will share any passwords she has on file with Dawn Heuft and Rocky Rose as appropriate.** Lorena Ruggero asked if the committee needed to create a guideline/policy regarding sharing encrypted passwords with the District/college, similar to the social media guidelines. **The group will discuss a possible policy/guideline at their next meeting, when chairperson Anne Krueger is present.**

**6. Removing Blackboard links/icons from website headers and footers**

The group discussed removing the Blackboard links/icons from the website, as the contract has now expired and the colleges are exclusively using Canvas for online teaching. **Debbi Smith will test header/footer removal; the colleges will remove the links from website pages and the navigation bar, as appropriate.**

**7. Other discussion**

The group discussed the use of other page templates, especially the committee page template. **Lorena Ruggero and Dawn Heuft will work together to implement the committee page template as part of the college's participatory governance redesign.**