

Web Communications Committee Notes
May 23, 2019
District Annex Teleconference Room and Zoom

In Attendance: Anne Krueger, Lorena Ruggero, Jocelyn Pacheco-Fonseca, Deanna Thompson, Rocky Rose, Dawn Heuft, Janet Gelb

1. Update on MiraCosta's Site.
 - a. It has been delayed. If they don't launch in July they will likely delay until December.
2. Timeline
 - a. District IT took a closer look at the contract with Omni Update and DataBank and there wasn't enough server space to cover the three website and future growth. The contract is being redone based on the significant increase in storage space. There will potentially be a 5-week delay due to time need for the purchasing process and to set up on DataBank. This moves us into an August migration, which is too close to the start of the semester. Also, the accreditation site visit is in September. The decision was to either launch before August or after September. The new launch timeframe is October, but Civilian is working on a specific date.
 - b. Messaging should focus on keeping up the momentum for updating content. Do not emphasize May 31 at this time. Due to the timing of the semester there is no reason to communicate the delay broadly at this time. Once we know a date from Civilian, we will likely give a deadline of two-weeks prior to that date as a deadline for changes.
 - c. New Freeze date: Waiting to hear from Civilian. We would like no more than two weeks but there are still some unknowns.
 - d. Just a reminder that Cascade will be available for some time after the migration since the District and Intranet will still be on Cascade.
3. Stickers (Colors)
 - a. Grossmont is fine with their colors as it matched up really well with their current palette.
 - b. Cuyamaca is not happy with one of the greenish colors and we have asked for a change and are waiting to hear back.
4. Sitemaps
 - a. Library on Top Nav or Footer? Rule of three at the top is typical – no more than 3 buttons at the top. What are other community colleges doing? What are the analytics? How are students accessing the library site – via Canvas, via the website? Is there anecdotal evidence to determine how students find the library website? **Action: Lorena will do some research.** Outcome – we need a fourth button option at the top likely for Self-Service as we will still need WebAdvisor for the time being. If WebAdvisor goes away, we can then discuss adding the library at that time.

- b. Faculty/Staff Resources. These pages are not student centered. Can they be located in one spot? Grossmont is looking at moving operational committees away from the public site to Canvas. Participatory governance committees need to stay public. The issue is that we don't want agendas and minutes to bog down searches for students.
Action: Deanna and Rocky to look at the Faculty Staff Resources tab in the spreadsheet
- c. New Calendar. This will need to be discussed at a higher level with District IT. We will need to make some decisions on this.

5. Other Items

- a. Grossmont content – we reviewed some with Civilian the other day. Civilian is still working on Cuyamaca content but some of it may be similar to Grossmont.
- b. Who is the main contact while Anne is on vacation – June 7 – 21? Shari Waters with Lorena Ruggero as backup. Kerry is out July 1 – 14.
- c. The committee agreed to do Zoom calls going forward. However, we need to make sure that those on the call have an opportunity to provide input and that only one person is talking at time. We could also use the chat function. If Anne is running the meeting, one person could be designated to manage the chat for her.