

Website Communications Committee - Minutes
September 28, 2017 from 10:00am – 11:00am
Cuyamaca College E-106

In Attendance: Anne Krueger, Lorena Ruggero, Debbi Smith, Rocky Rose, Jesus Suarez, Kerry Kilber Rebman

1. PDF Accessibility Issue

The deadline for compliance is January 1, 2018. We need to get the word out to all employees who post PDFs on the website. Also, faculty need to know for posting syllabi for spring. We need to provide quick information and training. Target Admin Assistants first for posting of agenda and minutes. Who can do this training in October? Rhonda and Brian Josephson conduct training during Professional Development week but Rhonda is busy with Canvas right now. District has information on their website on how to create accessible PDFs. Who should we direct employees to with any questions?

Action: Anne to draft an email with Debbi's assistance.

Action: Kerry to contact Ann Tarvin about engaging in a contract to update both college catalogs and schedules.

Action: Kerry to follow-up on who would be the contact for questions at Cuyamaca.

2. Focus Groups

Researchers from a company called Interact are coming to both campuses next Monday and Tuesday. The focus is the website and marketing. They are asking students how they would lay out the website. They are also talking to high school students. They will provide us a report.

3. Website Style Guide

After the email regarding web ads went out, both campuses and district experienced an increase in requests. Della is the only one doing this so there is a delay. There are departments that are not requesting web ads now due to the new guidelines. It takes a great deal of time to review the requests. Would be great to have some assistance at both campuses.

What do we do for web ads for recurring events? If Cuyamaca has space, Rocky will activate them. But when get up to 9 ads, they are the first to come back. Rocky reviews twice a year to see what he can activate or needs to take down. Grossmont is considering how they will handle going forward.

There was a request for some Grossmont events to be posted on the Cuyamaca calendar. The decision was to keep postings location specific.

4. HTTPS

As of this morning, the county changed their url so we can now try to move forward. The decision is that district will try flipping first and see what happens. It can break pages so we should plan it out. Both campuses to propose to Cabinet of when to do this. Chrome will start to show all our pages not secure as of October so the sooner the better.

Action: Debbi will get back to us on when district will move forward on testing.

5. Next Meeting is October 26. Anne will not be here. Kerry will send the call for agenda and items and based on items we will decide whether or not to meet or handle items via email.