Web Communications Committee
November 30, 2017
10:00am – 11:00am
District North Training Room

Attendance: Anne Krueger, Kerry Kilber Rebman, Fabienne Chauderlot, John Valencia, Debbi Smith, Kerri Ewing, Lorena Ruggero, Rocky Rose, Janet Gelb, Danielle Magee

Guests for website accessibility discussion:
Will Pine
Brian Josephson

1. Ways to promote website accessibility

Issues:
Accessibility
- PDFs posted on the websites are not accessible. When the sites transferred to Cascade, the PDFS were not corrected.
- Google Translate is not accessible. It has no labels, graphics descriptions, or headers. Google says they're working on it. It still needs changes to make it accessible.
- Need accessibility page so that users can look up policy statements and contact information.

Will and Brian have offered numerous trainings on accessibility, but few people are attending them. Training should be offered more often and to more admins, faculty and staff. SiteImprove offers on-demand reports on accessibility issues on the websites.

It was agreed that accessibility needs to get more attention with college and district leadership emphasizing its importance.

Action items:
- **John will bring up accessibility at Cabinet.**

2. Moving Committees and Councils from the Intranet to the Internet

Kerry said there had been a request to move the Committees and Councils page from the intranet to the internet so the public could see it without logging on.

John said the district is moving to Board Docs which will provide more transparency for posting meeting minutes. Hoping for a Fall launch.

3. Focus group report

Anne – From the Interact report involving GC, Cuyamaca and a group of High School students, the #1 complaint about the websites was outdated information. Anne has prepared an email to distribute in the new year that anyone responsible for webpages need to make sure that information is current, no outdated events.

Rocky – Everyone should go in and make sure their information is current so that the "last updated" date isn't too old. Even if the document is still accurate, change something to keep that "last updated" date current.

Janet – An informal check came up with 22 broken links on the GC site (probably more, she stopped counting at 22). Lorena – Asked Janet to provide the broken links to her and she will follow up with individuals.

Action items:
- **Janet will provide the broken links to Lorena and she will follow up with individuals**
- **Anne will send the email to the committee for review before sending out in January 2018.**

4. Cascade 8 Upgrade
   o Timeline / Plan
   o Training – Can we get a report on users?
   o Contact Users / page owners to verify if they still need access and who can be removed.
   o currently on 7.14.2 which was released 7/1/15, end of life 7/1/18
   o 8.0 released 9/16/16
   o 8.5 released 7/21/17
   o Upgrading to 8

Debbi – Things are progressing well.
- Tests are up and running
- Top people should get a look at the training materials in January
- Training dates are already available during Flex Week

Rocky – It looks extremely different from Cascade 7.

Conversation about training:
- Group size:
  o 1-2 at a time are fine
  o Small work groups

       ○ Big groups should only be comprised of power users who already know what they are doing
- Integrate accessibility and Universal Design Principles during these trainings

Conversation about resources:
- It would be nice to have basic resources and information available
- All have training sites on Cascade, users can filter into that for resources

Timing:
January – Admin trained
February – Materials, Power users trained
March – "Flip the switch"
Summer would be better for classified faculty training – but everything must be fully launched by July 1

Action items:
- **Continue to discuss Cascade 8 upgrade**

5. Online Student Success website

Questions arose regarding the necessity of the Student Success Site – the two colleges are putting up a lot of content on their own websites. The Student Success site was meant to converge both campuses onto one site, but now it seems that people want to go back to individual campus focus.

Action items:
- **Continue discussion about oversight**

6. When to take down the Blackboard icon

Discussion about removing the Blackboard icon in June, but the contract is good until September. Is it possible to make an open search bar instead of a magnifying glass, students didn't know to use the magnifying glass for their searches so went to Google instead.

Action items:
- **Remove Blackboard item in September**

7. Review Charge & Composition

It is a challenge deciding who should be on the committee and get information.

The Charge content needs to be updated, it includes an old name for the committee that the Web Communications Committee reports to.

There needs to be an updated list of Committee members
- John Valencia will be listed as a resource rather than a required member

Add "Alternate between sites" to the meeting information site/page.

Look into using Zoom or something similar for those who can't attend the meeting.

Action items:
- **Content needs to be updated to include the correct name of the committee that the WCC reports to - Anne**
- **List of committee members will be updated – Anne**
- **Add "Alternate between sites" to the meeting site/page – Anne**
- **Explore possibility of using Zoom or similar for those who can't physically attend meetings - Anne**

8. Any Other Business

None

Next meeting February 22, 10 a.m. at Cuyamaca:
- Resume Cascade 8 discussion
- Discuss a way to find users. Currently there are about 830 users district-wide, but other than taking 24 pages of screen shots, there is no system to find users.