Web Communications Committee
Minutes
July 28, 2016

In Attendance: Anne Krueger, Chris Rodgers, Debi Smith, Kerry Kilber Rebman, Lorena Ruggero, Rhonda Bauerlein.

Faculty were not able to make it because it is summer. There was some discussion of whether the group should officially not meet during the summer. There are issues that come up during the summer that may be critical so we will continue meeting as necessary.

1. Adding Canvas icon to the website pages.
    a. The committee discussed making the Find People smaller to make room for the Canvas logo.
    b. This would need to be in place for two years during the Canvas transition – through May 2018.
    c. Drop Down Menu: The committee is considering changing Faculty & Staff to just Directory and changing Campus Departments to just Departments. We are also considering changing the all caps to regular.
    d. Action: Rhonda and Debbi will take a preliminary look on whether we can make these changes or if we need to go to Beacon. We know Beacon will need to update the footer.
    e. Action: Rhonda to prepare email to send to Beacon with the design images.
2. Developing policy for club pages/student access to Cascade
    a. All clubs may have a page or pages on Cascade.
    b. Clubs may have an external website (follow existing process). The college or district logo may not be used on the external site.
    c. A student having access to Cascade for updates under direct faculty or staff supervision is acceptable.
    d. We need to define a process for removing student accounts. One suggestion was to send a list to Student Affairs on an annual basis to determine whether access should continue.
    e. If a club is on Cascade, we need one Club Advisor and one designated webmaster.
    f. The official website is not a place for teaching students how to manage websites. They can use an external site for this.
    g. Departments are different than student clubs.
    h. Action: Anne to draft policy based on our conversation.
    i. Action: Debbi to create a website policy page linked from the Cascade page on the district website.
    j. Action: Anne to communicate recommendation to Brian Woolsey.

3. Siteimprove presentation re website heat maps
    a. Anne, Debbi and Rhonda attended the presentation. The cost was around $8000 per year.
    b. While this is a useful service, the group decided that we would not have time to review the data and analyze it for good use. It's not a good use of funds at this time.
4. Status Update on https

    a.   The holdup is connecting with the county on the payroll site. District IS is continuing to pursue but it may need to wait until after Workday goes live.

5. Updated website training pages
    a.   Debbi organized the information into Accordions, which greatly improves the presentation of the information.
    b.   Action: Debbi will make the following changes:
        i.   Change the title of the Redesign page to "How to Redesign Your College Website".
        ii.   Change Cuyamaca.Website to Cuyamaca.Webteam@gcccd.edu
        iii.   Rhonda and Chris to delete the Cuyamaca and Grossmont Website Redesign Pages.
        iv.   On the Cascade for College Website page, change to Cuyamaca.Webteam and add email for Chris Rodgers.

6. Next meeting August 25 at 10am at Cuyamaca
    a.   The August meeting is cancelled due to it occurring during the first week of school. The next meeting is September 22 at Cuyamaca.
    b.   The group agreed to address any urgent issue via email if appropriate.