

Website communications committee

Meeting notes

May 27, 2021

Attendees: Christianne Penunuri (CC), Kerry Kilber Rebman (District), Gabe Neri (District), Dawn Heuft (GC), Deanna Thompson (GC), Eric Klein (GC), Frank Moore (CC), Rocky Rose (CC), Jodi Reed(CC)

1. Guided Pathways-specific web pages

- a. Courtney Williams (GC) shared need to understand how to integrate Guided Pathways content into website; may need additional support to design/build pages
- b. Courtney has requested additional quotes for external sites (WordPress, others)
- c. Kerry added the committee needs to evaluate process to request “outside” website
- d. Gabe added lots of add-ons via Modern Campus that can be used to meet this need
- e. Deanna has attended workshops and will provide links
 - i. [Request a Pathways demo](#)
 - ii. [Pathways:](#)
 - iii. [Personalization](#)
- f. Priorities to come from president’s cabinet for contract
- g. Kerry and CP to meet with Anne to review/discuss existing quote

2. Image file size

- a. Photo file size on the websites are too large; slow load time
- b. Over the summer CP and Jodi will work on cheat sheet for users on image sizes
- c. CP will update images options over the summer

3. Permissions

- a. Kerry shared the outreach area (GC) is sending emails to students and have to link to attachments on website; need support with publishing attachments to website quickly
- b. Deanna to meet with Outreach team to address issues
- c. Gabe offered to help with accessibility issues
- d. Jodi asked if there is an ability to set up a hierarchy
- e. Rocky says there are a number of administrators; Cuyamaca is publishing within 6 hours

4. Website font standards

- a. Lorena was to contact Grossmont Creative Services for a recommendation

5. Modern Campus Development hours projects

- a. Districtwide purchased 30-hours of support for 2021-22
- b. Current fiscal year projects are in the queue, may take another month

6. Next meeting date **June 24 10 a.m.**

- a. Items for follow up/next agenda:
 - i. Operational check list for both colleges (suggestion for addition to agenda)
 - ii. Tech team to review credentials/access and make a recommendation to committee

- iii. Tech team to discuss permissions issues (if any) and make recommendation to committee
- iv. Gabe and Deanna will connect regarding GC accessibility issues
- v. Kerry, Christianne, Anne to review quote for Guided Pathways work
- vi. Christianne and Jodi to work on cheat sheet for website image parameters
- vii. Committee needs to review process (on website) to request outside web development