

## Website communications committee May 24, 2018

### Notes

#### Present:

Anne Krueger, chair  
Fabienne Chauderlot  
Dawn Heuft  
Lorena Ruggero  
Debbi Smith  
Taylor Smith

#### 1. New Cascade version – update

Debbi reviewed the actions being taken in connection with the new version 8 of Cascade that will be switching over on June 13. Emails were sent to the key users of the system so they have a chance to preview it. The committee reviewed a districtwide email about the upgrade that will be sent soon. Lorena created a 2-minute video about how to use the new system, and a link to that will be included in the email. Training on the new system will be offered over the summer.

#### 2. Update on GDPR

Anne discussed steps to determine whether a privacy policy needs to be placed on the website as a result of GDPR going into effect. The district is consulting with the Community College League of California to determine whether a statement needs to be included. Anne sent a message to other California community college PIOs to see whether they are placing a statement on their websites, but she got no responses.

#### 3. Website style guide

The committee reviewed a draft prepared by Anne that will provide website resources, including a style guide, and links to accessibility, District and College Logos, Cascade User Manual, Social Media Guide, and how to post events on the website.

Anne will create a page on the website to be reviewed by the committee.

#### 4. Next meeting scheduled for June 28. A