Web communications committee

Feb. 22, 2018

Meeting notes

In attendance:
Anne Krueger, chair
Jodi Reed
Rocky Rose
Lorena Ruggero
Debbi Smith
Taylor Smith

1. Training on new Cascade system
   Debbi said a test server is up for users to practice using the new Cascade CMS. Debbi is working on creating instructions. Demos will be offered to users to learn how to use the system. The first people to be trained will be admins and those who post meeting minutes.
   The new system must go live by July 1. We are planning to switch over in mid-June.
   Anne will prepare a communication to let faculty and staff know about the new site, especially when they are updating over the summer.
   Rocky volunteered to train Grossmont's web technology specialist who is expected to be on board by July 1.
   Lorena said Grossmont will be posting lots of info on the website over the summer as part of accreditation. Jodi said she would check to see what Cuyamaca will be posting on the website in connection with accreditation.

2. Procedure for submitting events on the website
   Some confusion has existed about the procedure for posting events on the college and district calendars, particularly at Cuyamaca. The facilities request form has a question about including the event on the calendar, even though the event is not posted. Anne will contact Patty Branton asking her to remove that language.
   Anne will also resend the email explaining the procedure for submitting events, to be included in the colleges' weekly digests.

3. Committee meetings on the intranet
   Cuyamaca is discussing moving meeting minutes from the intranet to the internet. It would be located under About Us – College Documents. The minutes were initially placed on the intranet so they wouldn't bog down Google searches by students.
   A final decision will be made after Cuyamaca's shared governance is revised.

4. Next meeting Thursday, March 15 10-11 a.m. at Grossmont College – TBD.