

## Website communications committee

March 31, 2016 meeting notes

Attending:

Anne Krueger, chair

Lorena Ruggero

Chris Rodgers

Rhonda Bauerlein

Kerry Kilber Rebman

Jesus Suarez

### 1. Grossmont College creative writing website

The committee discussed issues with the website pages for the Grossmont College Creative Writing Department that were created outside of the Cascade content management system. Any website pages created outside of Cascade must demonstrate functionality needs that are not available within Cascade. Committee members agreed that the pages did not meet that standard and recommended that it should be taken down by August 15, the start of the fall professional development week.

Issues with the website pages include:

- 1) Functionality needs can be met within Cascade
- 2) Lack of backup for updating the website pages
- 3) Accessibility issues
- 4) Pages cannot be scoured by SiteImprove, the web service used by the District to search for broken links, spelling errors, and accessibility issues
- 5) No emergency banners can be placed on the pages as they can for pages within Cascade

**ACTION:** Anne to send email to Agustin Albarran and Karl Sherlock letting them know of the committee's decision. (Email sent April 4)

### 2. Intelliresponse

Committee discussed design of the footer now that coding for Intelliresponse has been resolved. Unclear whether Cuyamaca is ready to have Intelliresponse go live. Discussion whether Intelliresponse will answer questions in languages other than English.

**ACTION:** Rhonda to check with Donna Hajj on Cuyamaca status. When Cuyamaca is ready, Debbi will ask Beacon to make changes to the footer on website pages. Lorena to check on cost of translating Intelliresponse into non-English languages.

### 3. Submit an event form

Committee reviewed versions of the submit an event form and agreed on format.

ACTION: Debbi to submit form to Beacon. (Done and Beacon has begun work on form.)

4. Formstack

Questions have arisen about what information (i.e., credit card info or student IDs) should be used on forms created through Formstack.

ACTION: Chris and Lorena to discuss FERPA issues.

5. Next meeting: Thursday, April 28, 10 a.m. Grossmont College distance ed room in library basement