MIRAMAR COLLEGE
WEB SUBCOMMITTEE
May 23, 2013
12:15 – 1:15 p.m.
Room L-107

Meeting Notes

Present:

I.   **Call to order at 12:20**
II. **Welcome**
III. **Approval of minutes of April, 2013 meeting**
     This agenda item was missed
IV. **Vendor Contracts**
     1)   More discussion over verbiage; Kurt mentioned that verbiage had already been agreed upon in previous meeting and had made suggested formatting changes, but many new issues were brought forward. Several suggested edits were incorporated, and Sandi T. was tasked with making next round of edits. Kurt asked committee to commit to a fast two-day cycle on either additional edits or an approval so this document can finally be sent forward.
V.   **Open Issues**
     1)   **Committee Calendar**
          Calendar was finalized, no meetings in summer, Nov. Dec. meeting on 3rd Thursday.

     2)   **Fuelhaus**
          No discussion

     3)   **Workgroup Reports-**
          Usage Patterns: none
          Code Review: none
          Style Guide: none

VI. **New Business**
     1)   Kurt H. requested committee to begin publishing "Best Practices" documents, beginning with a best practice of not sending bare URL's in emails, nor to include links directly to documents, but rather to the parent page. "Best Practice" documents are not "regulatory" but "advisory" in nature.
     2)   Rex H. mentioned he feels use of email and email D.L. as a means of communication in inappropriate. Sandi T. mentioned that current leadership feels it is important to do this for certain top-level committees to ensure campus-wide communication. Kurt H. felt that it was not in this committee's purview to discuss email policy, but that perhaps the committee should instead focus on a means of enhancing the website & website usage to make email unnecessary as a primary means of communication for items such as minutes & agendas.

VII. Wishlist

Priority	Wish
Months Out	Calendar
	Better file manager
	Better end user authoring experience
	Improve Security -- code review
	Improve navigation
1?	Improve search ("salt" terms to force number one result)
	Site Map
	Automatic DOC to PDF conversion?
	Drupal updates
	Interactive forms (e.g, mileage forms)
1	Usage Patterns (Analyze data) - train work group
	Online Training Page – how to's and FAQs
	Faculty Handbook Online
	Virtual Tour
	Lists -- single source (e.g., staff directory)
2	financial aid page remodel
1	Create page/train Janice

VIII. **Next Meeting:** Aug 22, 2013 @ 12:15pm in L-107
IX. **Adjournment:** Meeting adjourned at 1:15 p.m.