

# MIRAMAR COLLEGE WEB SUBCOMMITTEE

**Dec 19, 2013  
12:15 – 1:15 p.m.  
Room L-107**

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## Meeting Notes

**Present:** Kurt H, Bill Smith, Rex H, Joan M, Greg N., Paul G.

**Absent:** Sandi T., Ryan M

**I. Call to order at: 12:20PM**

**II. Welcome**

**III. Approval of minutes of: September, November 2013**

**IV. Open Issues:**

1) End User training

Bill reports end user training going well. Trained Maryann G., Daphne, Duane, about ½ dozen. Training mostly for uploading minutes & agendas, but two users trained to update content as well. Kurt reports that he has prepared an Web FAQ for logging in/uploading minutes & agendas. The FAQ was sent to two users – Shaunna E. and Sandi T; Sandi and Shaunna were asked to use the FAQ and, as a test case, use it in lieu of in person training as the process is simple enough that in-person training for such a straightforward task should not be necessary in all cases. Kurt reports that Shaunna used it successfully and did not need any in person training however Sandi T. has either not used it or not found it helpful and continues to send Bill agendas/minutes. One-on-one training is geared more to priming Bill to give larger group trainings as a more effective use of time.

2) Committee Documents

Discussion regarding “ownership” document – document has been put forward to CGC & CEC. Process was described in general as generally by Kurt as following the org chart. Top tier pages oversight recommendation in document was changed to read PIO with CEC oversight. Paul G asked if documents had been approved yet, Kurt reported no. Kurt has asked CGC for clear decisions regarding these documents, as well as clear approval for the committee to go forward with advisor documents (e.g., “Best Practices” advice) – as, since they are not regulatory or policy but merely advice, to require every edit/change to go through governance for non-binding advice would be ridiculous. Kurt mentioned that no recommendation from WEBC have been approved or even officially commented on by CGC/CEC – we are still waiting to hear back any official result.

3) Website Mission Statement

Brief discussion on website mission statement – avoid committee designed website, but need clear goals.

**MIRAMAR COLLEGE  
WEB SUBCOMMITTEE**

**V. New Business**

1) **Navigation Document: Bill T**

Bill wrote a document comparing./contrasting navigation methods, and indicating a common use of “Megamenu” style menus. Document was not reviewed by all.

**VI. Adjournment**

1) Meeting was adjourned at: 1:45

## MIRAMAR COLLEGE WEB SUBCOMMITTEE

### VII. Wishlist

<u>Priority</u>	<u>Wish</u>
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:** Sep 26, 2013 @ 12:15pm in L-107

**IX. Adjournment:** Meeting adjourned at 1:15 p.m.