WEB ADVISORY COMMITTEE MEETING
Thursday, February 26, 2015
3:30 pm – 4:30 pm, Palanakila 117

Present: Elizabeth Ratliff, Jody-Lynn Storm, Bonnie Beatson, Geri Imai, Michael Mcintosh (sitting in for Mike Tom), Laura Sue

Absent: Nick Logue, Jeff Hunt, Carolynn Yamada, Bruce Collins

Call to Order. 3:36 pm

Approval of Minutes. Elizabeth moved to approve the minutes. Seconded by Jody. Motion passed on a voice vote.

Chair’s Report. Bonnie met with Michael McIntosh last week to discuss an action plan for home page. Michael will begin on architecture of homepage while committee sorts out the reorganizing of pages under five main tabs, plus Fac/Staff and “Administration” (or other name) link on header and footer.

Reorganizing pages
1. Paying for College
   • Add “Veterans Educational Benefits”
2. Career and Community Education
   • Will just have a link that goes directly to their web site
3. Programs of Study
   • Under “Degrees & Certificates”
     o Changed “Other” to “UH Certificates”
     o Added Non-Credit Programs for CNA, iCAN, and GoFarm
   • “Departments”
     o Eventually it will be good to standardize all the department pages with things like mission, SLOs, etc.
   • Move “Credit Courses” and “Class Availability” to top
   • Remove “Tuition”
   • Promote “Online Learning”, change to “Distance/Online Education”
   • Move “General Education” to Admin or Assessment
   • Move “Independent Studies” under Courses

Accreditation Issues
• We need to address the suggestions from the Accreditation team:
  1. The Web administrator will assess how comprehensive and accessible assessment documents are on the College’s website.
     a. Done.
2. The Web administrator will assess and improve the College’s web presence by making the website more robust, user-friendly, and extensive.
   a. Doing this now with the revisions to homepage, but further work will require a web developer.
3. The College will expand access to learning resources that will increase student retention and success to the website.
   a. The “Services for Students” section will begin to address this, but further work will require a web developer.
4. The Web admin will organize the expansion of communication features of the website, such as suggestion boxes.
   a. There is a form under “Contact Us”, but we could add in more suggestion boxes or email links for users to provide feedback.

• We should have a response for each item by the end of the semester, since the next report is in October.

Action Items
1. Develop the Fac/Staff and Administration part of the web site
   a. This is a big chunk of the site, so perhaps a subcommittee is needed
   b. We can recruit people outside of this committee
   c. Need nomenclature for “Institution” or Administration” link
2. Jody will be meeting with Steven next week to discuss the Financial Aid section
3. Everyone will update their lists with links to the pages on the web site

Next meeting. Thursday, March 12, 2015 at 3:15 pm in Palanakila 117

Meeting adjourned at 4:42 pm