WEB ADVISORY COMMITTEE MEETING
Thursday, April 2, 2015
3:00 pm – 4:00 pm, Palanakila 117

Present: Elizabeth Ratliff, Jody-Lynn Storm, Michael McIntosh, Bonnie Beatson, Laura Sue, Bruce Collins, Elizabeth Hale (for Geri Imai)

Absent: Geri Imai

Call to Order. 3:06pm

Approval of Minutes. Motion to approve the minutes made by Bruce Collins. Motion was seconded and approved.

Chair’s Report
1. Bonnie attended a conference during the Spring Break and attended a session on how Barton Community College, similar in size and fiscal restraints, handled the revision of their College Web site. Bonnie shared their solution.
   a. No web developer so they proposed a $15,000 project for 6 months
   b. Used Drupal templates, conversion software and the following tools:
      i) Trello (project management), Adobe Muse (Design), Flicker (Images), No PDF’s
      ii) Trained editors to maintain content areas on site
      iii) Focused on accessibility, especially for Mobile Devices

Concerns
Michael expressed concerns about addressing the Database driven aspect of our website in any proposal for contracting out to revise our website. Our proposal would have to include how we could handle dynamic content (such as the schedule, directory) and include cost for conversion.

Action Items

Committee members need to investigate cost of database conversion.

Web Developer Report

Michael gave a demonstration of the new look of the web homepage. Although not able to demo, he explained that took old Banners and resized them so they would appear correctly on the new homepage. New site is ready to rollout as soon as the Committee gives final approval. Emergency notification banner is coded into the page.
Concerns
Michael brought to the attention of the committee the problems with drop down menu on the new site being too large and cumbersome. Committee agreed.

Action Items
1. Take off all multi-level dropdowns to just one (1-5 items)
2. Michael will truncate menus and the Committee will review and approve changes.
3. Suggestion, avoid links to external pages (eg. instead of going to Banner Class availability, send to Campus course availability pages with a link to banner if they click on a specific course.
4. Suggestion change wording “Catalog” to “Course Catalog”.

Further Discussion
1. Suggestion for future web site, develop a Degree Planning App to make site more useable for students.
2. Changes still needing to be made:
   a. Campus announcement need to be automated
   b. Need to update special facilities images/logos to be banners at the bottom of the page

Action Item
Committee needs to collectively review the Faculty/Staff page and reorganize.

Meeting adjourned at 4:45pm

Next meeting. Thursday, April 9, 2015 at 3:30pm in Palanakila 117