

Attendees: John, Dave, Katie, Anita, Elise, Jill, Colleen, Deborah, Julie, Katy, Gail, Kim, Joy, Dayna.

Web Strategy Committee meeting notes:

A. Round table updates

1. CMS managers meeting went well. Managers will contact their respective areas to go over site, respond to site survey. Style guides and best practices to be developed.
2. Dave has regional homepage drafts have been started, will be getting feedback.
3. Katy in SOM is working on flattening and updating their site to get ready for the upgrade.
4. Julie in Admissions is working on the Apply tab.
5. Deborah has been working with Advisors to update and condense their site.
6. Elise is looking forward to the upcoming training and making the library look better.
7. Anita acknowledges that the Arts and Sciences site is large, with lots of contributors, lots of work ahead by very excited.
8. Gail and Kim in Ketchikan have been getting input from faculty and staff regarding the upgrade. There is some push back, but it is mostly due to personalities “we have always done it this way”. Learning Centers are working on creating a regional site.
9. Joy working through items from managers meeting, trying to determine who does what, who should provide content for each site and who those managers are.

B. Regional Content

1. Is it getting regional feedback/input? (advising, learning centers, admissions, registration, financial aid etc.)
2. Need to figure out how to help regional groups communicate better about the website when they have their regional meetings (Student Services, Advisors etc.).

3. Possibly help facilitate those conversations until they happen regularly, help determine how edits will be made/shared.
4. Point is to empower the campuses
5. Libraries meet infrequently, but have one coming up in December and would like John and Dave to come help facilitate their web discussion.

C. Sitka presentation by Jill

1. Overview of consultant process for the first and subsequent contracts.
2. Lots of good work but some frustration through the process. Over the last few months it was difficult to give feedback on the work that Dave and John have been doing knowing that they would be working with consultants in the near future whose purpose would be to help guide Sitka through the decisions.
3. Different view of the process for the redesign, the order things should be done (such as wire frames, content analysis, style guides, design, etc.).
4. Timeline is different than the regional timeline, mostly due to resources and making the most of the consultants time. The regional site will be on a timeline to be up mid-January, Sitka will plan to be up end of August.

D. Other

1. John will work on putting together the documentation to present to the Chancellor's cabinet, will show what we have done, what we are doing, and what we will do for the redesign process.
2. Documentation will be created to help with consistency issues such as terminology, style guides and best practices. Will start with what has been done for the catalog and build on that.
3. When any department or campus has an idea, issue or specific feedback on the redesign, it should be brought to the Web Strategy group.