Web Strategy Committee and CMS Managers
Novatney Conference Room
Thursday, January 17, 2013
9:00 AM – 11:00 AM

9:00 AM - CMS Managers

Attendance:
Juneau: David Klein, John French, Julie Staveland, Anita Parrish, Katy Jordan, Deborah Rydman, Jonas Lamb for Elise Tomlinson, Tara Olson, Cody Bennett for Joel Mundy, Frankie Clark, Dana Mackey(Career Ed), David Phillips

Ketchikan: Kim Schulte, Gail Klein

Sitka: Jill Hanson, Joy Branson

Style Guide
Dave Klien handed out the updated Style Guide.

CMS Update
John - The Directory and Disability services is live. Career Services will be live this afternoon.

Top Navigation is temporarily using the old links to Admissions, etc.

CMS Training
Meeting mostly covered training on the use of blocks in the CMS and the best practices naming for folders in a CMS site. For future training we will use Elluminate.
**10:00 AM – WSC**

**Attendance:**
*Juneau*: David Klein, John French, Julie Staveland, Anita Parrish, Colleen McKenna, Katie Baulser, Deborah Rydman, Katy Jordan, Tara Olson, Frankie Clark, Jonas Lamb for Elise Tomlinson

*Ketchikan*: Kim Schulte, Gail Klein

*Sitka*: Jill Hanson, Joy Branson

Introduction new employee: Frankie Clark, IT Media and Academic Manager

**Sitka update**

Jill Hanson reported on the Sitka CMS training.

We are working on mapping our site and getting new people trained.

Joy Branson is moving on and we will be hiring a new communication specialist

**UAS content on External Servers such as Word Press**

John French: The problem is creating content that is stored on a server that is not ours. We have no control over external sites. There are several sites that still exist with old content and UAS branding that will haunt us until their license finally expires. UAS.plus site has decade old content that should be removed.

Jill Hanson said they had a request for more server space and that is why they were putting content on UAS.plus. Follow up with Michael Ciri should clarify this.

John French: If someone is employed to create content for UAS, it should reside on UAS servers. ‘Bloggers’ should clarify if they just want to publish regular content to the web which can easily be done from the CMS, or if they need comments on their post which would need a blog application.

If someone needs a blog, they can use UAS Online. If the blog feature needs improvement, we will do that.

**What should we do about this?**

John French and Carol Hedlin edited the web policy site. [http://www.uas.alaska.edu/cms/policy.html](http://www.uas.alaska.edu/cms/policy.html)

1) Improve on create a best practices web page.
2) Staff knows who their CMS Manager is and knows to check with the manager before creating HTML content.
3) Have governance for exceptions.
Future Direction Discussion

Do we create separate sites for Faculty, Staff, Alumni and Students? We will continue this discussion in the future. For now we are creating a Student focused site. We can break out the other sites if and when it is deemed appropriate.

Header Debate

John French – The question now is do we have all the links we need in the header. The arrangement of categories is set for now so we can proceed, but we can revisit it in the future if a concrete proposal is put forth.

Next Meeting

Thursday, February 7th
WSC and CMS Managers – 9:00 AM
WSC – 10:00 AM

Adjourned: 11:00 AM