Web Strategy Committee and CMS Managers
Egan Library 210
Thursday, May 9, 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 for Carol Hedlin

Ketchikan: Kim Schulte, Gail Klein

Sitka: Jill Hanson, Joy Branson

10:00 AM – WSC

Attendance:
Juneau: David Klein, John French, Colleen McKenna, Deborah Rydman, Joel Mundy

Absent: Katie Bausler, Julie Staveland, Anita Parrish, Katy Jordan

Ketchikan: Gail Klein

Sitka: Jill Hanson

Future Meetings

WSC will not meet in June.
We will meet again in July and set a schedule for future meetings.

Alaska Coastal Rainforest Center (ACRC)
John – ACRC is hosted on our server and in our CMS. They are currently under the Provost/UAS. They are not a school – where do we put them?. We could create a Research Home Page – features all research projects. We could have them listed on the Home Page under the Explore Tab.

Deborah – There are students employed at ACRC.

Joel – I support our focus on students however research, programs and projects not directly related to students are also a part of UAS.

Jill – It appears they are listed under UAS grants.

John – They are listed under collaborations.

**Action Item:** John will talk to Provost and see what exposure they want for ACRC.

**Tree Menus**

John – When we click on the category do we want it to go to the index page or just display the pages?

**Discussion**

**Action Item:** John will create a mock up page and see what we want to do.

**Explore Tab**

John – Should we list the four major schools? Concern is it will make the current list long.

Deborah – The use of the word ‘schools' is a bit confusing.

Jill – I would benefit from having the schools listed.

John – We will continue looking at options.

**Helpdesk Dashboard**

Joel – The table provides an easy way to check the status of services for a particular day. The table represents the status for regional services.
Jill – Wondering if the table could be location specific – Ketchikan / Sitka

**Action Item:** Joel will check to see if this is a possibility.

**Best Practices – Images**

Deborah – I have been using Study Away to place images on the Career Services web page and looking at best practices.

John – The guideline for using images is to use minimally and only if it advances the message. Images may be used to explain how things work or as a promotional. If an image is used to make the page pretty, Class Disappear can be used so it will not show up in mobile.

Dave – A Best Practices reference/ resource needs to be developed because so much has changed.

John – Upcoming training will be about the use of images.

**Meeting Calendar**

**June**
 CMS Managers, June 6th, 9:00 am to 10:00 am
 Novatney Conference Room

WSC will not meet in June.

**July**
 CMS Managers – July 11th, 9:00 am to 10:00 am
 WSC – July 11th, 10:00 am to 11:00 am
 Novatney Conference Room

Meeting Adjourned at 11:00 am