School of Arts, Languages and Cultures

Web Committee

Wednesday 5 December 2012 at 2:00pm in room G4 Stephen Joseph Studio

Unconfirmed Minutes

Present: Dr Helen Rees Leahy (Chair), Dr Kostas Arvanitis, Dr Georg Christ, Warren Gates, Darren Jackson, Dr Wendell Kimper, Anne-Marie Nugnes, Phil Olsen, Dr William Schroeder, Karen Wang, Rebecca Whitehead, Dr Jamie Wood, Mark Woolstencroft

Minutes: Hannah Mansell

18/WC/12   Apologies for Absence
Dr Francesca Billiani, Dr Jerome De Groot, Charlie Pybus

19/WC/12   Minutes of the last meeting
The minutes of the meeting held on 24th October 2012 were amended for spelling and formatting errors, and agreed as an accurate record.

20/WC/12   Matters arising not covered elsewhere on the agenda
20/WC/12 i) Personal/Research Profiles
It was reported that staff information is now visible on the School website both via the tab 'Our People' and via each Subject page. Only the Subject page list of staff can be altered by Web Officers. There was discussion regarding inclusion of Teaching Assistants in the list of staff.
ACTION: KW to ask Theresa Teng to give drop-in sessions showing staff how to update their personal profiles.

20/WC/12 ii) Social Media Guidelines
It was reported by Warren Gates that the 'News' box on each Subject Area page will be replaced by a "card-sort" box to showcase Social Media links, as well as News, Events, and Blogs links. Subject areas can decide how many tabs they would like (between two and four) and which links are presented on each tab.

20/WC/12 iii) Proposed SALC Web Governance Structure
ACTION: the SALC web governance structure is to be uploaded to the SALC intranet and reviewed yearly by the Web Committee.

20/WC/12 iv) T4 Training
The committee was informed that a further session of training in T4 would be available in January 2013 and communication about the date would be circulated by Karen Wang.

21/WC/12   **Presentation on user review findings (WG)**
A presentation was given by Warren Gates on the preliminary results from the user testing which took place in November 2012. A copy of the presentation is attached to these minutes.

WG also reported that a Faculty web editor will be appointed to create a landing page for each course unit. After discussion, the Committee felt that it was not necessary to have a bespoke page for each course unit, especially as units change from year to year – and that this would constitute a major diversion of resource away from other priorities.

The content and format of Subject pages was discussed in light of the user review findings that there is too much text on many of the pages. It was noted that some Subjects have fewer resources (e.g. videos and images) for uploading so we cannot instigate an entirely consistent approach in the short term.
Dr Georg Christ detailed the ideas from the division of History to create a more visual and informative subject page, although it was noted that the template for Subject Landing pages must be consistent across all Subjects and must suit the needs of all Subjects.

ACTION: Warren Gates to work with Dr Georg Christ to draft a jpg. version of his ideas for the History page as a possible alternative subject area page for the whole School. Additionally, each subject area is to continue addressing the issue of too much text and not enough images and videos on their individual page.

The challenge of displaying staff information on the "Our People" page was also discussed, in light of the technical constraints affecting this.
ACTION: KW and WG to meet separately to discuss this issue, with the possibility of moving from an automated system to a manual one.

22/WC/12   **Process feedback and issues arising**
   - **Remedy form**
   - **Personal profiles**
   - **Links & navigation tabs**

Phil Olsen gave feedback on the use of remedy forms, and described the issues that occur most regularly, such as requests for a new item on the left hand navigation bars. The committee was informed that there is a hidden left hand link called "Careers" that is ready for content from each subject area.
ACTION: Warren Gates to send out a list of hidden links so that staff can consider populating them for their Subjects.

The committee was informed that clicking "save as draft" on T4 does not send the document to the approval queue but instead users should click "update" if they are finished editing and wish the document to be approved.

ACTION: Warren Gates to issue a Service Level Agreement detailing how long each request may have to wait for approval which is to be ready by the next committee meeting.

Dr William Schroeder queried how much work is required as a division moderator so that he can consider allocating time in future, and it was noted that although the committee cannot answer that question at this point, support is always available from Warren Gates and Phil Olsen, and Dr Helen Rees Leahy can add guidance too.

Dr Georg Christ proposed a change to the order of staff grouping online: by responsibility, then alphabetically, with emeritus staff listed separately. Warren Gates commented that any changes had to be consistent across the School and agreed by the web committee.

23/WC/12   **Events listing system – Columba**
Warren Gates outlined how the Columba events listing system works and its benefits to the School. The committee agreed that it was a very positive step for the website.
ACTION: the committee decided to start using the Columba system for future events advertising.

24/WC/12   **Any other business**
A message from Dr Jerome de Groot was passed on regarding the development of postgraduate profiles with links to the Graduate School. While this work will be undertaken by the postgraduate representatives, the template for the profile page will be approved by the web committee.

Dr Kostas Arvanitis queried what content other Divisions are putting on their undergraduate and postgraduate course pages, and the committee agreed that subject areas can choose their own content but it must be subject-specific with plenty of images and not too text heavy. It was noted that there is no School marketing budget for photographing new images.
ACTION: any subject area seeking images for their course page should check with Phil Olsen.

25/WC/12   **Date of next meeting**
27th February 2013