School of Arts, Languages and Cultures

Web Committee

Wednesday 24 October 2012 at 2:00pm in room G1 Stephen Joseph Studio

Unconfirmed Minutes

Present: Dr Helen Rees Leahy (Chair), Dr Kostas Arvantis, Dr Francesca Billani, Dr Georg Christ, Darren Jackson, Dr Wendell Kimper, Phil Olsen, Karen Wang, Dr Jamie Wood, Mark Woolstencroft

Minutes: Robert Burgess

08/WC/12   Apologies for Absence
Dr James St Andre, Warren Gates, Charlie Pybus, Rebecca Whitehead

09/WC/12   Minutes of the last meeting
The minutes of the meeting held on 26th September 2012 were agreed as an accurate record.

10/WC/12   Matters arising not covered elsewhere on the agenda
05/WC/12 i) The Web Officer/Rep Role
The issue of Subject Web Reps being appointed in some, but not all, Divisions was raised. While there is no need for Divisions to conform to a single model, it was generally felt that the more 'local' responsibility existed for Subject web pages, the better (so as to ensure that they are accurate, up to date &c). This is, however, a matter for Heads of Division to decide, and HRL advised colleagues to raise it at Divisional meetings, if they feel that they need greater involvement in the web within their Division.

05/WC/12 ii) Personal/Research Profiles
It was reported that the School homepage tab 'Our People' would soon list all ALC academic staff via Divisions, and by Subject within the Divisional lists. These lists will be 'dynamic' inasmuch as they are generated from data in each individual's Staff Profile. Meanwhile, the 'Our People' lists on the Subject pages are static and therefore need to be updated manually.
Guidelines on updating personal Staff Profiles would be circulated shortly.

05/WC/12 v) Social Media Guidelines
It was reported that these had not yet been received from the Faculty Web Team, but thatconversations regarding the presence and use of Social Media on Subject pages had taken place. The proposal was to use the 'News' box which appears on each Subject area page and currently contains an edited University news feed. The idea is that links to Twitter, Facebook, Blogs etc. could be grouped together here,

with an appropriate image/icon to signal the function of this 'box'. . It was agreed that this would be a good way forward, and
that a coordinated approach to this development is desirbable. This would involve firstly establishing what types of social media Subject Areas were using in order to establish the best design for the box.

ACTION: Divisional Reps to forward details of social media used – and/or planned - in their Subject Areas to HRL and KW – also any further ideas as to how this box might be used locally.

11/WC/12   **Proposed SALC Web Governance Structure**
The proposed SALC Web Governance Structure had been circulated to the committee. The document outlines a set of procedures for how the website will be managed, including the role of the Web committee, role of the Web Reps and the distinction between access rights of T4 'moderators' and 'contributors'.

The committee were generally happy with the proposed document, but did questionpoint 4 under the Web Process in Practice section which refers to the process for approving changes to the main structure of the website.The committee felt that it should have a role to play in such approvals and therefore requested that the wording be amended to include 'as discussed by the web committee……' or similar.
ACTION: HRL to revise the wording of point 4 of Web Processes in Practice.

12/WC/12   **Update on T4 Training**
It was reported that KW was maintaining a list of those who had completed the training. If Divisional Reps needed to know who had completed the training they should contact KW.
It was not yet known when access would be given to those members of staff who had completed the training; however KW would notify everyone when central IT had completed the set up.
ACTION: KW to notify staff when central IT has set up access for users.

13/WC/12   **User Review Update**
It was reported that the user review was a little delayed and that it was hoped that preliminary findings would be available by the end of November. In light of this, it was agreed that work on updating Subject pages should proceed immediately, including the identification of 'missing' information and, if needed, additional Navigation Links.
The committee discussed the variation in content on the subject area pages and it was agreed that divisions should draw up a schedule of tabs/content/links to be populated and that there should be a shared deadline or a deadline set for each section content to be produced by divisions.
ACTION: Divisional reps to identity further information needed on their Divisions' Subject pages.

14/WC/12 **'Day in the life of' student profiles**

It was noted that the new School website, as it currently stood, was information heavy, and lacking in narrative and contextualisation. Student blogs, 'day in the life of' features &c could therefore enrich the site. Overall, the committee felt that the priorities were to improve access to course information for current and prospective students.

. It was noted that all of this information was accessible via MyManchester for current students and the committee agreed that a link to MyManchester should be placed in the quick links section of the main ALC landing page.

ACTION: A link to MyManchester to be placed in the quick links section of the School website.

The difficulties faced by prospective students who wanted information about course unit content would still need to be addressed. It was thought that some information about course unit content was publicly available via the Faculty website and course unit database.

ACTION: KW to explore what would be feasible in the short term to make course unit information available to prospective students.

15/WC/12 **Events and Seminars links on subject page**

This item had been discussed under item 13/WC/12.

16/WC/12 **Any other business**

None to report.

17/WC/12 **Date of next meeting**

5th December, 2pm (nb note change of date due to the date of SPRC being moved).