

## **School of Arts, Languages and Cultures**

### **Web Committee**

**Wednesday 26 September 2012 at 2:00pm in room 4.10 Mansfield Cooper Building**

#### *Unconfirmed Minutes*

Present: Dr Helen Rees Leahy (Chair), Dr Kostas Arvantis, Dr Francesca Billani, Dr Georg Christ, Warren Gates, Marie Gray, Dr Jerome de Groot, Dr Wendell Kimper, Phil Olsen, Dr James St Andre, Karen Wang, Dr Jamie Wood, Mark Woolstencroft

Minutes: Robert Burgess

**01/WC/12      Apologies for Absence**  
Rebecca Whitehead

**02/WC/12      Welcome and Introductions**

The Chair welcomed those present and thanked them for attending. She explained that the initial meeting was an opportunity to take stock following the launch of the new School website and that it was important this time was taken to understand issues and agreed on how to move forward. In the first semester, meetings of the web committee had been scheduled to take place monthly; however it was noted that the committee may decide, in time, that monthly meetings would not be necessary.

It was noted that the agenda of this meeting deliberately was brief in order to allow maximum time for discussion, and that, in the future, it would be the role of the committee to set the agenda for meetings.

**03/WC/12      Update from the Faculty – Marie Gray and Warren Gates**

Firstly the Faculty team noted that they welcomed the School's formation of a Web Committee to manage the development of its website.

A presentation on the process involved in building the new School website was given, the slides from which would be made available to the committee [these have already been circulated after the meeting]. The presentation included an update on the progress to date of the project, the process involved in Phase 1 of building the website and the user review of the Phase 1 site. The various proposed methods for the user review were detailed and it was agreed that a clear timetable for this work would be circulated to the committee as soon as possible. Following the user review, Phase 2 of the project would involve further reviewing, reviewing and migrating content to the new site, including those areas as excluded from Phase 1 (eg. centres and institutes).

In order to support the ALC project, the Faculty is appointing a Faculty Web Assistant who would be assigned to the ALC for 12 months and would have a content-based focus.

**ACTION:** WG to provide a timetable/plan for the Phase 1 review. WG to send by 8<sup>th</sup> October.

**ACTION:** HRL to circulate the power point presentation to members of the committee [done].

#### **04/WC/12**

##### **Proposed Governance Structure**

It was reported that a proposed Faculty web governance structure was currently in draft format and would be circulated to the committee for discussion at the next meeting. The committee agreed that a consistent and managed process for maintaining the website needed to be established.

In the interim it was noted that the process for requesting changes to the website was that all queries should go to Karen Wang for initial consideration and processing.

**ACTION:** HRL to draft a governance model for SALC, to be distributed to the Web Committee for discussion within divisions prior to the next meeting of the Web Committee. HRL to send by 8<sup>th</sup> October

#### **05/WC/12**

##### **Issues Arising and Next Steps**

- i) The Web Officer/Rep Role  
The role of the Web Officer/Representative was raised as a point of concern and it was felt that this role had never been clearly defined and was a role that needed to be supported by training and by other colleagues. It was suggested that the academic web officer role should be to advise, authorise, to be more creative and assist colleagues to develop pages. There was also the distinction between web officers at a divisional level and those at a subject level, which indicated an inconsistency across divisions about the existence of subject level web officers. In some divisions subject level web officers had been appointed, however others only had a divisional level web officer.

**ACTION:** HRL to ask Divisional Web Reps to send a list of their Subject Reps (where they exist) to identify those who are T4 trained.

**ACTION:** KW and MW to obtain/collate a list of T4 users in former LLC and AHC, which can then be correlated against a list of ALC Subject Web Reps – with the objective of allowing access to former users asap.

- ii) Personal Site/Research Profiles

It was reported from members of the committee that received they had most feedback on problems relating to staff personal sites and research profiles, including the issues of images and updating.

**ACTION:** KW and WG to investigate where and how colleagues should seek solutions to the problems that they are encountering with their personal web pages, so that guidance can be circulated to Web Reps for onward dissemination within their divisions. To be completed by 12<sup>th</sup> October 2012. [This was circulated by HRL on 3<sup>rd</sup> October.]

iii) Image Guidelines

It was reported that some new images had been commissioned for the new School website, however it was clear that many Subjects were unhappy with these. There was also confusion as to why images submitted by colleagues had not been used on the site. The University had issued guidelines on the types of images could be used, which would be circulated to the committee. In addition, it was agreed that some training and FAQs on this issue would be helpful.

**ACTION:** WG to send guidelines on image use to HRL, for onward transmission to the Web Committee. WG to send by 3<sup>rd</sup> October 2012. [This link was circulated by HRL on 3<sup>rd</sup> October.]

iv) Training on the (new) T4 System

It was noted that some Web Reps were new to the role and new to the University so would need to be trained to use T4 site manager, as well as those who were familiar with the previous (but not the new) version of T4. In addition to the training, there is also a training guide that can be downloaded from the IT Training webpage.

**ACTION:** WG to send dates of future training sessions (1) using T4 and (2) Writing for the Web, for onward transmission to the Web Committee. WG to send by 3<sup>rd</sup> October 2012. [This is in hand, but we are still waiting for details at the time of writing, 4<sup>th</sup> October.]

v) Social Media Guidelines

The use of social media tools e.g. twitter, tumblr, blogs etc. through the new School website was raised and whether guidelines could be supplied in order that appropriate links could be made.

**ACTION:** WG to advise on guidelines for the use of social media tools. WG by 12<sup>th</sup> October 2012.

**06/WC/12**      **Any other business**  
None to report.

**07/WC/12**      **Date of next meeting**  
Wednesday 24<sup>th</sup> October 2012 in room 4.10 Mansfield Cooper Building