

School of Arts, Languages & Cultures

Web Committee Meeting on Wednesday 27 February 2013 at 2 pm

Venue: 4.10, Mansfield Cooper Building

Unconfirmed minutes

Present: Dr Kostas Arvanitis (Chair), Karen Wang, Roddy Hawkins, Andrew Crome, Anke Bernau, Georg Christ, William Schroeder, Wendell Kimper, Francesca Smith, Mark Woolstencroft, Rebecca Whitehead, Warren Gates, Phil Olsen, Geoff Ryman

Minutes: Hannah Mansell

1. Apologies

Darren Jackson, Dr Daron Burrow

2. Minutes of last meeting on 5 December 2012 (attached)

The chair, Kostas Arvanitis, asked for feedback from the staff profile sessions that have taken place since the last meeting of the committee. Dr William Schroeder stated that colleagues in his division had attended the sessions and reported them as good.

Warren Gates referred to **22/WC/12** and commented that the Service Level Agreement had not yet been agreed by all the Schools in the Faculty of Humanities, but would hopefully be ready by the end of March. The minutes were agreed as an accurate record.

3. Matters arising from the last meeting minutes

Regarding the hidden web links mentioned in **22/WC/12**, Warren Gates agreed to distribute a simplified version of the list of pages available for subject areas to use. These pages can be populated by users and then made visible on the subject area site.

4. Report on recent developments and future action plan by Web Academic Director (attached)

The chair asked for feedback on the Three Year Plan and there were no comments made from the committee but comments can be made in future if needed.

The chair then asked for feedback on the Web Development and Actions Phase 2 document from subject areas. Wendell Kimper stated that one of his colleagues cannot get access to T4, and Kostas confirmed that any colleagues can have access, not just web officers, after the T4 training session. Karen Wang informed the committee that the next training session in April 10th in the Ellen Wilkinson building. It was agreed by William Schroeder and Karen that online training for the web would be simpler than waiting for the next planned training session, and Georg Christ and Wendell suggested that a document on style and consistency would be useful as well.

ACTION POINT: the committee is to ask colleagues in their divisions who needs training and to let Karen Wang know in case a bespoke session can be arranged.

Warren asked for feedback from the training sessions and any comments are also to be sent to Karen to pass on to Faculty.

Online staff lists were discussed, and the committee was requested to let colleagues know that honorary staff and instrumental staff can also be included in online lists, but on a separate table from active academic staff.

Kostas discussed the current remedy form process for changes to subject area pages. He suggested that the SALC Web Committee put forward to Faculty that a small number of subject areas are given moderator's privileges for a test period of time. This was agreed.

ACTION POINT: Kostas to discuss this with James Thompson, Associate Dean for External Relations, at their meeting taking place Thursday 28 February.

Kostas proposed adding new tab labels in the left hand side menu from subject area pages (or remove any unused ones), as long as the first six labels are consistent across subject areas. The committee also discussed the use of phrases "PG Taught" and "PG Research" to refer to MA or PhD study as international students and 16-17 year olds are unfamiliar with those terms and they may affect the appearance of those pages in Google searches. Kostas suggested changing the wording as a trial measure to analyse the difference in hits to the subject area page, but Warren Gates reminded the committee that all subject area pages in the Faculty have to be consistent, and changes cannot be made to individual subject area templates.

ACTION POINT: Subject Areas to get feedback from students about what terms they use to search for PG programmes and Kostas to organise a search on what results searches for PG programmes on Google produce.

Additionally, it was reported that Kostas, Mark Woolstencroft and Anne-Marie Nugnes are organising the images taken professionally in summer 2012 and will reserve some for the School landing page and make others available for subject areas.

Other Action points:

ACTION POINT: Subject Areas to divide current staff from honorary/emeritus staff (where relevant). See example here: <http://www.alc.manchester.ac.uk/subjects/classicsancienthistory/people/>.

ACTION POINT: Faculty Web Officers will get in touch with Subject Area Web Officers to start the process of creating the new subject area landing pages that were demonstrated in this week's Committee meeting.

5. Process feedback and issues arising

Phil Olsen reported that changes to subject area pages can be made directly through T4, or via remedy requests sent to him, or via drop in sessions on Monday, Wednesday and Friday of each week. He advised web officers not to copy and paste text from Microsoft Word documents and to check their changes to pages. When remedy requests are sent to him, Phil will confirm receipt of request and propose when the changes will be completed.

6. Presentation on outcome of the Web Ergonomics Lab & introduction of new templates by Faculty

Warren gave a presentation on the outcome of the web ergonomics lab, and discussed changes to the layout templates which are used on the university site. He reported that subject areas will have a choice

of four templates to use for their subject landing pages, and Kostas suggested organising a training session for the web officers who wish to change their landing page.

7. Analytics report from Faculty (attached)

Warren discussed the analytics report for the School from September 2012 to February 2013, and informed the committee that web officers can contact him if they would like specific data about their subject area.

8. A. O. B.

The chair thanked Helen Rees Leahy for her work as External Relations Director and her part in web development over the past year.

9. Date of the next meeting (15 May 2013)