

SBCCD DETS-Web Standards		11-06-2009 1:00 p.m. – 2:00 p.m. PDC 101		Minutes
@Hrdlicka, Rick (Co-Chair) @Brady, Jason (Co-Chair) Bojorquez, Ana @Cabrales, Joe		Jackson, Jack Masoner, James @Licerio, Marty Notorangelo, Joe		Mack, Jordan @Petinak, Craig @Petrovic, Snezana @Simonson, Kristi
Topic	Discussion		Further Action	
Approve Minutes	1 st	2 nd		
Other Items				
Election of Co-Chair	Jason Brady was elected co-chair 1 st Cabrales, 2 nd Licerio			
Faculty/Staff website storage limits	First Class server is coming down. Need to set maximum space for Faculty and Staff websites. Approximately 2000 Adjunct, 200 Faculty and 3-400 staff could have websites. Committee looked at stats from current users and determined that users should be limited to 100MB. It was suggested that if users need more space for media files that they use EduStream		Take forward to set standard. 100mb per website max.	
Standards for department, faculty, and staff websites (Graphic, Style, etc.)	Concerns that some department sites do not follow branding or logo requirements. Need to create templates. Need to control content. District Sites with Personal content		Need to follow up with policy	
Editing Support for Departments, Faculty, Staff (editing methods) Supported Tools (FrontPage, SharePoint Designer, FTP, SFTP, WebDAV, etc.)	Self Managed by user. Most using Front Page. Front page no longer support by Microsoft. Sharepoint Designer is free. Some like Dreamweaver. Once sites are converted to Sitecore Native format most editing can be done through site core.		Hrdlicka to check to see if district is licensed for Expressions Committee to continue discussion	

Section 508 Training	Hightech Center from De Anza College will come to next meeting for 2hours of training/presentation on Section 508. To followup with more training in the future for entire district. Free service provided through a state grant.	
District Technology Plan	We drafted the goals at the bottom of the minutes. Committee to look at last meetings brainstorm for other goals.	
New/Old Business	Email system replacement Google vs. MS Live	Schedule demos
Next Meeting	December 4, 2009	1-3pm

Draft Goals:

1. Convert all current website to Sitecore's native format and structure.
2. Set policies and procedures to keep website information accurate and up to date.
 - a. Delegate responsibility to update websites down to the department level.
3. Develop training for the use of Sitecore and other web authoring applications.
4. Set policies and standards for web site design, tools used, and ????
5. Section 508
 - a. Compliance
 - b. Standards
 - c. Training
6. Social Media Policy
7. Student Email Policy
 - a. Storage
 - b. Software
 - c. Notifications
8. Online Services policies and standards
 - a. Blackboard
 - b. Campus Central
 - c. Web Advisor
 - d. Single Sign on for all services