TESS Web Standards Committee	May 13th, 2011 Agenda 1:00pm – 3:00pm District 8th Street Annex, Conference Room & CCCConfer	
_ Ana Bojorquez X Jason Brady (Chair) X Rick Hrdlicka X Jack Jackson	_ Marty Licerio _ Alisa Moore X Craig Petinak _ Snezana Petrovic	_ Kristi Simonson X Yvette Tram

TOPIC	DISCUSSION	FURTHER ACTION
Approve Minutes – 2/18/2011	1st – Craig Petinak 2nd –Jack Jackson	
Define standards for Student Email and student email delivery mechanisms.	Blackboard Connect - Features - Currently focused on Emergency Notifications - Current Approval Process needs to be supported or altered to fit Blackboard Connect - Craig recommends the process include quality control, consistency of message, optimization of message as well Policies and Procedures that Apply - Student Email Delay	- Talk to glen about when general email support for Blackboard Connect will start
Recommendation for acceptable use of social websites policy	Missing from Computer Use Policy that went to District Board. - In review, many sections from the computer and network use policy that this committee reviewed are missing	- Check in with Glen as to how the section was removed - Find out if this is still a wanted policy

Procedure Question: Separate Website, Separate Domain Name for department/entity	- Craig: When the department's needs are not met by the main entitieswebsite such as:
	  - Business needs (Bookstore, ecommerce)
	  - Separate Entity (Foundation, 501(c)3 non-profit)
	  - Site Architecture, Structure differs from the main site (Ahtletics)
	  - Dedicated Staff (Athletics)
	
	 - Craig: The more that is part of the main site, the larger the impact of the main site.
	
	 - Departments should not just buy their own URL/websites to satisfy their own needs. They should come to Marketing and Technology services so they can find the right solution.
	
	 - For Domain names thatdon't fall under an exisiting entity (i.e valleycollege.edu, craftonhills.edu, sbccd.org, etc.), they should be approved by the TESS Managers as well as district marketing.
		- Jason to Write up draft procedure document on requesting separate domain names.

SBVC Website Redesign Completion Report – Jason, Rick, Craig	- Raising Web IQ of the campus community on their own website, and the web as awhole - Offer a lot more training than whatyou think might beneccessary. It won't be enough - Separate trainings in to smaller, digestiblechunks. Also the trainings whould lead them through the steps from brainstormingcontent, to organization, to inputing content. - Offer many open labs so people can gethelp - Record trainingso people don't feel they need to learn everything at the training and feelrushed - Decentralization isn't a one size fits all plan. i.e. in some divisions, the dean is very involved, in othes it's the division secretary. In yet others, the faculty chairs and individual faculty will be more involved. - Allowing customization of decentralization will make it easier to push out to differentdepartments. - Decentralized control can be motivating to your community - Decentralized control can help with speed of updates, and allow content to be updated at the speed the community expects it. - Decentralizing responsibility for content helps the community becomemore accessible Cons/Problems/Issues/Things to look out for. - The staff directory is not very reliable, not consistant with brands, and doesn't allow flexibility in display, i.e. embedded contact information. Speed of display - Not all information is in an easily accessible format for postingon the web with minimal effort. - Do a more comprehensive audit of what pages are not available/ready for launch. - Discuss clearly the defining line between control of content and freedom for editors. i.e how should information be displayed, what information is necessary, how to linkto content to prevent duplicate content. - Style Guide and enforcement of Style Guide	- SBVC will come up with a summary of what they were recommended and how these recommendations worked for them, as well as what they found out on their own

IE 6 upgrade notification message	- Since Valley Launch: Visits 38,955/1,441 Are IE 6 or 3.7% as of 5/13/11	- decided this was still necessary. Try to move forward in July.
New/Old Business	- Recommendation of a Staff Directory update project, to fix issues mentioned in SBVC website redesign as well as for the removal of Campus Central.	
Next Meetng – TBA	Continue 4 meetings a year, so some time September	