

# DETS Web Standards Committee

September 23th, 2011

Agenda

12:30pm – 2:00pm

District 8<sup>th</sup> Street Annex, Conference Room & CCCConfer

X Ana Bojorquez  
 X Jason Brady (Chair)  
 X Rick Hrdlicka  
 \_ Jack Jackson

\_ Marty Licerio  
 \_ Alisa Moore  
 \_ Craig Petinak  
 \_ Snezana Petrovic

X Kristi Simonson  
 X Yvette Tram

TOPIC	DISCUSSION	FURTHER ACTION
Approve Minutes – 5/13/2011	1 <sup>st</sup> - Yvette Tram 2 <sup>nd</sup> – Ana Bojorquez	
Introductions		
Technology Strategic Plan & Our Committee		
Election of Committee Chair	Jason Brady was elected to continue as the Chair	
CHC Website Redesign Report	Report by Kristi Simonson/Alisa Moore	
Status of Recommendation for acceptable use of social websites policy	Last known status: District Assembly	

This years goals from  
Technology Strategic Plan

Student Email Goals

- Blackboard Connect may change, so address standards in general
  
- What can be sent to students?
  
- What about vendor offers to students? Is there other possible locations for this? What criteria should be met to allow these kind of emails?
  
- What goes to current students, vs inactive students, vs alumni? Those who haven't graduated?
  
- Can students opt out? What can they opt out of?
  
- Can they request to receive certain emails (Financial Aid, Bookstore...)?
  
- Is there a better method to provide this information?
  
- Are approvals required? Who is approving the emails?
  
- What accessibility issues/requirements exist?
  
- What about use of images? Mobile, Spam, etc.
  
- What about attachments?

11.3 Recommend policies and develop procedures for selection, implementation and management of online systems and services.

What falls under online systems and services?

- Learning Management Systems (Blackboard)
- Content Managements Systmes (Sitecore)
- Streaming Media and Media Services (EduStream, iTunes U)
- Email Systems (Student Email, Gmail)
- Collaborative Information Management (Wiki, Sharepoint)
- Virtualized Applications & Desktops/ Cloud Computing
- Notification Systems (Blackboard Connect, SMS messages, Emergency Notifications)

11.4 Define standards for development of web services for mobile devices.

- What defines Mobile?
  - o Limited Resources/Limited Size
  - o Moving around/Location
  - o Non-standard input (not keyboard and mouse), like touch, maybe voice
  
- When is an app more desirable than a web application? Vice versa?
  - o Bandwidth. An app can download it all in advanced. Web app is on demand.
  - o UI features.
  - o Can not be required without guaranteed access (web sites on mobile and desktop, app only on mobile)

	<p>11.7 Define standards and procedures for editing website content and managing currency of that content</p> <ul style="list-style-type: none"> <li>- Emphasize ongoing training <ul style="list-style-type: none"> <li>o Writing for the Web, Creating Web Content</li> <li>o Using the CMS</li> <li>o What content to create for the Web?</li> <li>o Keeping your content accesible</li> </ul> </li> <li>- Training/User Materials <ul style="list-style-type: none"> <li>o Online Training Videos</li> <li>o Step by Step videos</li> <li>o Step by step documents</li> </ul> </li> <li>- How to assign content responsibilities?</li> <li>- Assign backups for those responsibilities</li> <li>- Web Editing Calendar and notification processes <ul style="list-style-type: none"> <li>o Common points to review your content (semester start, semester end, faculty/staff changes)</li> </ul> </li> <li>-</li> </ul>	
	<p>11.8 Recommend policies and develop procedures and standards for best practices and compliance of accessibility/Section 508.</p> <ul style="list-style-type: none"> <li>- Training on Accessibility</li> <li>- Regular automated checks and decentralized reviews of the reports</li> <li>- Possible Policy Recommendations <ul style="list-style-type: none"> <li>o Following Federal Guidelines, as required by the State</li> <li>o Clearly defining what federal guidelines we follow</li> <li>o Include all purchasing, not just web</li> </ul> </li> </ul>	
	<p>Focus on: Online Systems, Email, Accesibiilty(policy, automated checks)</p>	

New/Old Business	<p>IE 6 support &amp; Notification</p> <ul style="list-style-type: none"> <li>- Classified as an accessibility issue. The user needs to be notified why the site isn't working in IE 6</li> <li>- Jason will work on Notification include for Sitecore after Current Progress Report project.</li> <li>- Notification: For IE 6 Windows – “This website is not fully compatible with your browser version and some features will not work. You should update your browser. See Microsoft has more information (<a href="http://www.ie6countdown.com/educate-others.aspx">http://www.ie6countdown.com/educate-others.aspx</a>)</li> </ul> <p>For IE MAC(If still used on the site) – “Microsoft no longer supports Internet Explorer on the Mac. Please use Safari or another modern browser.”</p>	
<b>Next Meetng – 12/09/2011</b>	10 am, Crafton if possible	