DETS Web Standards Committee	September 22nd, 2012 Agenda 2:00pm – 4:00pm SBVC, PS153, Science Division Conference Room & CCCConfer

_ Ana Bojorquez x Jason Brady (Chair) x Rick Hrdlicka	x Milly Douthit x Craig Petinak x Jack Jackson	x Kristi Simonson x Yvette Tram _ CHC Faculty

TOPIC	DISCUSSION	FURTHER ACTION
Approve Minutes – 12/09/2011	1st – Craig Petinak 2nd – Rick Petinak	
Committee Purpose	Review of Technology Strategic Plan	
Chair Election	Jason Brady – 1st Craig Petinak 2 – Jack Jackson 3 – Kristi Simonson	
Change in TESS Project Prioritization Process		
Current & Recent Web Projects	Jason Brady & Kristi Simonson Kristi & Jason @ Sitecore Symposium Oct 21 – 25, @ An Event Apart Nov. 11 - 15.	Social Media & Sitecore? Post to Twitter/Facebook/Google+
Discuss Online Systems, Email, Accessibilty Goals	Student Email • QA problems on emails (Accuracy, design, fields required). Minium requirements for emails. o TESS side can enforce required fields, that should be specified before being sent out. o Recommend more than 1 reviewer/proof-reader before being sent out. Looking for suggestions, missing information, etc. Online Systems & Services – Recommendations Mostly. Procedures only little. If Currently no committee. • Email o Off Campus emails to on campus lists. Recommend block. o Official recommendation to	Is DE/DECC Stuff included? Probably not. Recommendations? Not things like WebAdvisor (DAWG)

	restrict who can send to all campus mailing lists.
	
	• Web Sites / CMS
	
	    o Help Desk Link – Recommend closer to the services used.
	
	    o Permissions – Recommendation: Student Workers, Clubs. Edit only, no Approve.
	
	• Social Media
	
	    o Hearing more talk, nothing new yet.
	
	Acessibility
	
	• Site Check – Use to regularly check content. Need to setup process to have editors review and correct.
	
	• Recommend Policy / Procedure / Opportunities on Accessibility training.
	
	• Training @ CHC & SBVC.
		Kristi & Jason to review what would be required to implement. Recommend as a requirement to keep permissions.
		
		Milly & Ana to work with High-Tech center to come out and do a training for staff @ CHC and SBVC.

Discuss Date/Time/Place for Next Meeting	**11/1/2012 – 2 PM – 4 PM – CHC LRC 135**	Facilities Use form @ CHC or Patricia Aguilar.
New/Old Business	Explore doing Regular Training during Flex Days • Sitecore / Web Editing • Accessibility • Social Media @ CHC/SBVC	Check Web Devleoper Job Description for training.

Next Meetng – 11/1/2012	Must be before Executive Committee Meeting on 11/09/2012	