TESS Web Standards Committee

Agenda for April 25th, 2013

Time: 2pm – 4pm
Location: SBVC, PS153 & Online Via CCCConfer

Attendees

x Jason Brady (Chair) x Ana Bojorquez _ Milly Douthit
x Rick Hrdlicka x Craig Petinak x Kristi Simonson
_ District Marketing x Jack Jackson _ CHC Marketing
x Yvette Tram _ SBVC Student _ CHC Faculty
_ Junior Gutierrez

Topics

- Approve/Revise Minutes for 1/17/2013 meeting
  - 1st – Yvette Tram
  - 2nd – Jack Jackson
- IT Prioritization Process, Website, and List
  - http://tess.sbccd.org/Projects
- Current, Recent, and Future Web Projects
  - Jason Brady
    - Current
      - Program Review: Outcomes Update
    - Future
      - Calendar Updates or Replacement
      - Scholarship Updates or Replacement
      - PHP Upgrade
  - Kristi Simonson
    - Committee Selection @ CHC
- Discuss possible plans for the future?
  - Website redesigns?
    - Responsive Update
  - Software upgrades/Updates/New?
    - Online Forms
      - TAR – Test Accommodation Request
    - Sitecore
      - Replace the Body Editor / Show Editor
      - Getting the Page Editor to work
      - Explore/Consider Comments on news stories
    - Better Use of Google Analytics
    - Regular Surveys of Students & Editors
  - Position/Organization changes
    - Multi-Media Specialist or Support
      - To help produce more media for the campuses (i.e. videos, photos, etc.)
    - Suggest a Media Coordinator (@ SBVC more than CHC)

- Part time probably best
- Not just social media
- Requires measurement of ROI
  - Create a group/mailing list for a "Online Engagement Group"
    - Sitecore Editor
    - Other website editors
    - Involved in Social Media
- Review of Goals from District Technology Plan
  - Are we lacking in any of these goals?
    - 1
      - Reporting on current use and engagement of social media
      - Recommend improvements for use of social media
    - 2
      - Creating a Survey and report on how students use email, why they don't?
  - Updating of District Technology Plan
- New/Old Business
- Next Meeting
  - Suggested – 8/22/2013 or 8/29/2013
  - Before Executive Committee Meeting on 9/6/2013

Goals

1. Recommend policies and develop procedures for acceptable use of social websites, in consultation with faculty, management, staff, and students at the colleges and other District sites.
2. Define standards for Student Email and student email delivery mechanisms.
3. Recommend policies and develop procedures for selection, implementation and management of online systems and services.
4. Define standards for development of web services for mobile devices.
5. Evaluate and approve web tools.
6. Define standards and appropriate use of external links from district-owned websites
7. Define standards and procedures for editing website content and managing currency of that content
8. Recommend policies and develop procedures and standards for best practices and compliance of accessibility/Section 508.

CCCConfer Connection Instructions

Website: http://www.cccconfer.org

Click on the "Participant Log In" button under "Meet & Confer". Then find the meeting labeled "TESS Web Standards Committee" and click on the "Go" link to the right. Fill in your name, email, and the pin below. You should be able to test your access up to 24 hours before the meeting begins.

Participant Passcode/Pin: 294084
Presenter Passcode/Pin: 2543543
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