TESS Web Standards Committee: Regular Meeting

Agenda for September 16th, 2016

Time: 2pm – 4pm
Location: District Annex, TESS Conference Room 3 & CCCConfer

District Annex
1289 Bryn Mawr, Suite B
Redlands, CA 92374

Attendees

X Jason Brady (Chair)   X Ana Bojorquez   _ CHC DSP&S
X Rick Hrdlicka   O Paul Bratulin   _ Donna Hoffman
O District Marketing   X Diane Dusick   _ Catherine Hendrickson
_ Sean Houlihan   _ SBVC Student   _ Beverly Rapouw
_ Yvette Tram   _ Nicole Williams   X Kristi Simonson
                               X Stephanie Briggs   _ Denise Allen-Hoyt
                               _ Rania Hamdy

Topics

- Purpose
- Election of Chair
    - Jason elected Chair unanimously
- Approve/Revise Email in lieu of meeting for 4/22/2016
    - Accepted as an informational item in lieu of a meeting, save to not name it "Minutes" on the website
- Standing Item: Web Accessibility
    - Legal Notices being sent to Community Colleges
    - Status on Addressing Letter sent to CHC
    - Discussion
- Web Content Management System (WCMS) Replacement Progress Update
- Mass Email System Replacement Status & Discussion
    - Sending to Student & Private email
        - Recommended Policy that when sending to Personal emails for non-emergency purposes, that an unsubscribe option must be allowed, pending legal questions on Spam laws.
    - Contact Information Accuracy
        - Contact information isn't always accurate. Known issues with bad phone numbers and email addresses.
        - Can we verify the information?
            - Emergency Contact Information Form? Would allow extra verification in the name of emergency notifications.
        - What is required to get bad information out?
            - Recommend to Admissions & Records to report bad information and to have it removed.
- PII and Web forms usage
    - Student Workers should only have access when necessary, like with Colleague. What information would require a LiveScan?

- What information should not be on a general web form?
  - SSN, federal laws and regulations
  - Credit Card Numbers
  - Date of Birth
  - Mothers Maiden Name
  - City and State of Birth
  - Bank Account Numbers
  - Jason will bring this up with the IT Director, who has been attending security conferences at the state
  - All forms should be on a secure website.
- Student Portal Project Status
- Staff Directory Update Status
- Current, Recent and Future Web Projects
  - Jason Brady
    - Finish OUCampus Rollout
    - AcademicWorks – IT side is done (Export and Single Sign On), Scholarship offices are finishing setup.
    - SLOCloud and Program Review
  - Kristi Simonson
    - Updating FlexTrack form for Crafton
    - Home page semi-redesign for Crafton
    - Web portal page for Kiosk in A&R for Qless
- Old/New Business:
  - Chrome moving to require all websites be secure. January 1st, 2017, any page with a login or credit card form that isn't secured, will generate an error.
- Schedule Next Meetings
  - Usually a Friday before Executive Meeting. We can have more if necessary. Approximately:
    - January 13th @ SBVC CTS 101, from 2pm – 4pm (Executive Meeting on 1/27/2017)
    - April 14th @ CHC LRC 135, from 2pm – 4pm (Executive Meeting on 5/4/2017)

CCCConfer Connection Instructions

Website: http://www.cccconfer.org

Click on the "Join a Class or Meeting" button. Then find the meeting labeled "TESS Web Standards Committee" and click on the "Connect" 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: 255290
Presenter Passcode/Pin: 1241636
Phone: (888) 886-3951