



## Web Team

Meeting Notes

April 13, 2015

10:00 am

DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Nancy Shepard, Dawnie Slabaugh, Jodi Dawson

Absent: Jim Gilmore

### 1. Presentations of other colleges' websites –

Anne Marie researched several websites from different community colleges. The group identified things they liked and didn't like about the websites.

Santa Rosa Jr. College –

- Everyone liked the top bar
- It was clean
- Change our wording from “Prospective Students” to “Future Students” or just “Students” like this one
- The red they used would be a good color for us. It should be used the same across campus
- 2 menu choices

Monterey Peninsula College

- Didn't like the full width screen
- The round circles instead of bars to click on were easy to read
- Everyone liked one of the bars on top that says “I want to” and then click in to find “register, transcripts, etc.”

Rio-Hondo College

- Easy drop down menus

College of the Redwoods

- Too many colors. Did not like this one

Skyline College

- A-Z Index above red bar on top of screen is a great idea

Shasta College

- One icon for all sports. Keep same size and develop new generic icons for each department

### 2. Rebranding possibilities and process, logo and page samples

- The group looked at Eric Houck's mock up and liked the red across the top and thought it would be good to incorporate light blue
- Look at Santa Rosa's and see what red they used
- The light gray like Santa Rosa's looks great
- Scotty wants a new design for the web and logo. We need to know what we want to do so a Web Designer can have an idea of what we want and give us ideas and help.
- Nancy will e-mail Erin (the previous person that worked on the design) and cc Dawnie
- Dawnie would like to take a logo sample to PAC for options and ideas. Ask Erin to provide 3 different versions and we can decide from there

### 3. Use of submittable forms and Google Docs

- Charlie Roche created an account using Google Docs to go through his personal account for students to fill out an athletic form. He used this because we did not provide a good pathway for him to use. This is not something people should be using because of possible security breaches. The college needs to create a college account for Charlie to use and so he doesn't go through his personal account
- Ben and David will work on the issue with the athletic forms and respond to Charlie's help desk request to let him know they are working on it
- Ben will send an e-mail out to Counselors/Advisors about the Internet Explorer error page cannot display website and let them know how to get around that

### 4. Upgrade of web server and website

- Getting new servers this summer but the website update can take a few years
- The copyright notice on the bottom of the page is out dated (2012). David will update it to 2015

### 5. What guidelines can we set as rules? (public directory browsing pages, h tags, etc.)

- We did not have time to discuss this item so we will address at the next meeting

### 6. Next meeting

- Picture updates
- The athletic department asked about a having a slideshow on their web page. David will do the slideshow
- What guidelines can we set as rules? (public directory browsing pages, h tags, etc.)