

Web Team

Meeting Minutes/Agenda

November 14, 2016

3:30 p.m.

DLC 4

Members in attendance: Dawnie Slabaugh, David Fleet, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz

Recorder: Tena Rulofson

1. Review of last meeting notes – No objections or changes. Eric Houck said we will meet as often as needed per group. He requested that group contact him if anything comes up and then he will schedule a meeting.
2. AWS Migration (Houck) – Eric Houck reported that we have contracted with James Fitch, Chris W. and he met with him. Has limited access – stood up our page in AWS – Amazon Web Location, to sample pages using existing relative links. Migration is not complete just so we can see it. Ann Marie asked if this will resolve existing Siskiyou .edu problems. EH – Just a demonstration content still changing. Images are not moved over, Michael R. – Relative vs Static. EH – explained the difference to Dawnie Slabaugh. EH – Files do not exist yet, conversation ensued challenges with static and relative best form best practice discussed. We are just not there yet. Process we can run off cloud. Timelines for migration controlling content do not want to lose time for content updates. DS – asked how will this effect instructors? AK – responded teachers do not do alone, so this would not be an issue. Etudes and Canvas will not be affected. DS – How are Athletics updates being done at the present time? AK – This is a mystery. DS – they went to Presto Sports or are going too soon. EH – discussed issue with AK and DS, mystery who updated? Not complete. EH- might be able to handle by updating, updates to send to Dennis Roberts. MR – Discussed changes and control along with ideas along those lines. EH – Recommends that we notify campus of freeze after that date must come through centralized web-links for priority changes. Emergency Alerts, Priority Communication, other non-critical things can wait until after the migration. EH – next round internal discussion with James Fitch. DS – Design changes will happen between now and freeze, make it happen, web-links will work with DS. James Fitch developing tests and future design development piece per EH. DS – Re-design for next round per EH. MR – Freeze Dec 16, does MR and AK need to be here during the Change? DS – Discussed scenarios of possible crashes or breaks during the holiday break period. Can this affect Banner?

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EH – worse comes to worse we go back to existing web server should not impact Banner, EH and DF discussed portals and ERP Apps that should be okay. DF – thinking of any banner EH –W5 stuff biggest question mark. DF – away W5 is test environment may keep here? EH – may need to evaluate and see just what is on W5 need to look at it. EH – will draft a campus wide message and work with James Fitch on timeline.

3. Luminis 5 Design/Timeline (Houck) – Skipping to Item 4
4. Bootstrap Solution/Design (Reetz) – Java Script predefined to be mobile ready. MR – gave a demonstration. DS – liked it was just a simple change. MR – one page he put in content and it makes the change. DS and MR discussed what can be added and changed in this manner. DS – asked about the colors MR – stated we can change everything. Many more exciting changes can be done. DS – summer color schemes discussed DS – side by side grays discussed. AK, DS, and MR discussed different ideas. AK, DS and MR liked smaller and will be working together. DS – asked who updates café menu, MR and AK are doing it now, quick and easy to change as of Thursday. DS – likes new colors MR – feels it looks cleaner able to use smaller pictures. Down fall all updates would have to come through MR and AK. DF and MR discussed why people cannot make own changes. MR contributes causes issues that is why users cannot see the code. EH – We have a lot of research into the potential for where we are now and where we are going. Things like Dream Weaver, Creative Cloud can and will test. DF – will install Creative Cloud. MR – uses HTML5, DS- Fitch what are the costs? MR – this will be a full redesign of web. DS – recommends we pull in and have a web redesign focus group. Make sure we are coming at it from student needs. EH - in using James Fitch guiding those conversations he knows bumps in the road to avoid. EH – Our intent is to harness his expertise so we are reflecting all we want and can do based on his experience. DS – But we need to make sure we are meeting student’s needs. DF – please explain? A. working B. We do not have information on web. DF and DS discussed possible navigation issues, DF general navigation, MR – Frustrated with no flow of information. MR- Gave example of problems with lack of information. DF – Suggested come to him for help with fillable forms. DS – People need to get your stuff ready or shut up. DF – Says CC: Deans Read Receipt emails would help.
5. Homepage icons )Kuhlemann/Reetz) - Icons AK – Remove large Library Icon, DS – Solution make it a dropdown under entry ways remove Library Icon. AK – would like to have canvas on front page. EH, DS and What about Facebook, DS- make small at bottom, MR – Can do right away put Facebook in footer along with YouTube, twitter and leave library, DF people look for Social Media Footer now days. MR – Discussed importance will put up test page. DS explained how important and how often she uses social media. DS – Twitter ACOS\_InfoNow<twitter>. Tabled Luminus. Work coming in DEC @COS. Meeting Adjourned 4:33 p.m.