



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.)