



Web Team

Meeting Agenda

June 13, 2016

1:00 pm

DLC 4

Present: David Fleet, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz, Nancy Shepard, Dawn Slabaugh

Note Taker: Nancy Shepard

1. Review of last meeting notes – the notes from the May 19, 2016 meeting were reviewed and will be posted to the website.
2. Website rebuild/refresh (Houck) – Eric gave an update on the draft SOW we've received from James Fitch. This would be the first part of a two-part project, namely moving the existing website over to an Amazon hosting environment. We discussed questions about the proposal and Eric will work with Fitch and give us an update when the proposal is finalized.
3. Possibilities for incorporating school colors into website – Michael Reetz and Anne-Marie Kuhlemann presented preliminary web designs for the two-column template based on the COS school colors. These pages use a dark blue, dark red, white, and off-white. These designs were very well received by the committee, but will need to be modified by a web designer into something we can roll out to the entire site. A design for the three-column pages, as well as one for the home page, would still need to be developed.
4. Update on accessibility work (Reetz) – Most all pages now have alt tags that have been checked and added where missing. Currently Michael is working on making tables and forms more accessible. He has been working recently with DSPS and with screen reader software that has been installed on his computer.
5. SiteImprove – Nancy has followed up with SiteImprove to let them know that we cannot afford their web management solution at this time. It seems to be a very user-friendly

approach to maintaining web content, though we can do some of the things offered now, just in a more manual way.

6. Campus maps – David Fleet reported that we have full rights (to modify, post, etc.) to the maps he’s been working with. He has received requested changes from Lori Luddon, so we need to identify someone to work on these changes. Michael will work with Dawnie’s summer student worker to see if that person can be trained to make some of these map corrections.
7. Shasta server update – Nancy reported that she and Chris Wehman met with Dennis Freeman and Bill Miesse and determined that Chris can take down the shasta.siskiyous.edu server, which has been done. Marcia Eblen will remove all remaining links to the non-functioning search software for the Mt. Shasta Bibliography. Nancy has offered to purchase a copy of the EndNote software for the Library after it has been vetted through Tech Services. We still need to determine if that purchase is a one-time buy or has to be renewed yearly.
8. Other – Nancy will schedule our next meeting for Tuesday, July 26, 11:00am or later.