



# College of the Siskiyous

## Web Team

Meeting Notes

July 26, 2017

2:00 – 3:00 pm

DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz

Absent: Todd Scott, Dawnie Slabaugh

Recorder: Bethany Golly

- 1) **Review of past meeting notes:** Date of next scheduled meeting is unnecessary on notes from past meetings. Date will be eliminated from notes and possibly added to future agendas instead.
- 2) **Homepage Emergency Alerts:** As per previous discussion, Web Links created a notification box on top of the main homepage picture for emergency alerts. The alert can contain a link if necessary.
- 3) **Online Payments Scope & Needs:** Tabled due to absence of Dawnie.
- 4) **Website Copyrights:** During the presidential search, some of the newly-created pages were populated with text directly copied from other pages. This brought up questions on whether this is against copyright laws, whether or not sources were cited or permission was given. This topic will be revisited at the next meeting after Eric and Web Links review the acceptable use policy and other schools' policies. If appropriate, this topic may be added to the Tech Master Plan.
- 5) **External Links from Website:** Individuals have been circumventing Web Links and linking to their own personal websites. If external sites are being linked, there should be a notification that the user is leaving the COS website. Additionally, faculty and staff should utilize the COS webpage whenever possible due to not being able to support external sites in case of any issues. Individuals utilizing personal websites should be queried on why they do not use COS's site, and if there is any way they would switch.
- 6) **mySiskiyous URL Update:** Changing the SSL certificate to the \*.siskiyous.edu did not work; current plan has been changed to using a multi-domain SSL certificate. The "unsecure connection" error should now be eliminated. Chris and Ellucian are working on finalizing the project.
- 7) **Other:** The website redesign is 10-15% done. The old pages and information has been backed up and not permanently deleted.