



College of the Siskiyous

Web Team

Meeting Notes

August 18, 2017

10:00 –11:00 am

DLC 4

Present: David Fleet, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz, Dawnie Slabaugh

Absent: Todd Scott, Ben Harris

Recorder: Bethany Golly

- 1) **Review of past meeting notes:** One change to website copyrights section in last notes.
- 2) **Transition Plans:** Eric Houck will be leaving at the end of August, but can be contacted even after leaving. Transition plans are not set in stone, but will be updated as soon as possible.
- 3) **mySiskiyous URL Update:** my.siskiyous.edu is now working with no more SSL certificate warnings. Press releases may now reference the new URL rather than saying “go to the homepage and click on...”
- 4) **Website Copyrights:** Santa Rosa Junior College’s copyright policy (3.18.1) references TEACH Act (Technology, Education, and Copyright Harmonization). Suggestion to take that policy to Todd Scott and request to add policies on behalf of the web team, possibly after further researching the TEACH Act and what it encompasses.
- 5) **Online Payments Scope & Needs:** Dawnie found an example from Pasadena Community College and would like to emulate it somewhat. Web Links will research and investigate.
- 6) **External Website Development:** HR is going to post all of their jobs on HireTouch. Web Links was not brought into the process until the very end. For future projects utilizing external websites, there should be a process to inform all parties involved and affected.
- 7) **Other:** Discussions on having a website redesign focus group with students to figure out needs; making logo in website header a link to COS homepage; including mission statement in “About COS”; adding information to home page directing individuals to Gainful Employment for compliance.