Web Team

Meeting Notes
March 17, 2016
2:00 pm - DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz, Nancy Shepard
Absent: Jim Gilmore, Dawnie Slabaugh
Recorder: Deanne Delano

1) **Review of last meeting notes -** The meeting notes for February 18, 2016, were approved and have been posted to the website.

2) **Website rebuild/refresh (Houck) -** James Fitch is in the process of putting together an SOW for the website refresh. We are considering an Amazon presence to get the website off of our present server. What are the costs? Eric is trying to narrow it down. Fitch sent a spider crawl through the website. This process did not follow to other external links.   Should we give James more access to look deeper than that? Should we give him an account to have view rights? He needs rights to view and not to modify the website.

   In terms of migration, we discussed how much we want to move the site over 'as is' or if we want to clean up and modify significantly beforehand. Are there any areas that we don't want to migrate? We discussed how much use of Canvas could replace current use of the website for storage of course materials. Currently, every online class has a splash page and class syllabi need to be stored somewhere to be accessed on the web. Eric asked who currently has access to the website and work on their own pages. Someone from weblinks will send him that information.

   For now it is our goal to get our existing site moved over as is and then work toward a remodel of the site. Eric will continue to work with James Fitch to get the migration going.

3) **Accessibility Audit.** Nancy Shepard met with Nancy Miller about doing an accessibility audit for the College, including the website.   Currently, Interactive Accessibility is putting together a quote for us for an accessibility audit for the site. Other areas of college technology will probably also be audited for accessibility.

   Though we have agreed "to be accessible," the definition of accessibility is sometimes hard to pin down. For the website, we will ask to be compliant with the Web Content Accessibility Guidelines (WCAG) 2.0 at the AA level. Otherwise, we will use 36 CFR, Part 1194 as our guidelines for Electronic and Information Technology Accessibility standards

   Nancy S. and Nancy M. are also working together to select accessibility training for instructors. Nancy S. will forward a 22-minute webinar on accessibility to the group.

4) **Other -** Michael and Anne-Marie will be working over Spring Break the break to add links to phone numbers on the website that will allow users of mobile devices to click on a number and directly call that number. These links will not show when the page is viewed on a PC, as the link would direct to a Skype option if there is no phone available to make the call.