Web Team

Meeting Notes
May 19, 2016
2:00 pm - DLC 4

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

1. Review of last meeting notes—The notes from April 21, 2016 are approved and have been posted to the website.

2. Website rebuild/refresh – Eric Houck had a conversation with James Fitch the week of May 9-13, 2016. James is working on two SOWs, one for the migration with Amazon to cloud services and the second for the consulting services regarding the remodeling of our website. We are looking to him to recognize what we need to be aware of with our restructure of the COS website based on his similar work at Hartnell. We would like him to take a closer look at the website but we can't give him access to the website until we have a signed contract. James has signed into the official COS Amazon webserver account. This is free for the first year and only requires that we use an email account. The first step is setting up a VM machine. Eric wanted to get Fitch's thoughts to help spec out all we need and want to use and make the website as configurable and adaptable as needed. We want something that will allow us to scale up or down. Eric would like to have some answers from Fitch by the end of this month and then we can work on the website and the Amazon transition over the summer. The complete transition may not be until the Christmas break 2016.

3. Summer hours/projects/summer meetings—Deanne will set up a meeting for the Web Team in June and July.   Anne-Marie will be working 28 hours per week in the summer and she will be working on the website and Canvas, as well as other projects. Michael will be working on the website over the summer, as well as other projects. He is working on website colors and templates. He will be working to develop a color palette that is consistent with the COS school colors.

4. Update on accessibility work—Nancy Shepard met with Nancy Miller and Todd Scott regarding an accessibility audit for the website. The cost is close to $20,000. The contract would include prioritization of items on the site and how critical it is that they be updated. Michael has been working to address some of the accessibility issues we are already aware of and has gone through the site to address missing alt tags.

5. Modification of website colors, possible work on templates, responsiveness – We have experimented with colors in setting up the Canvas login page at https://siskiyous.instructure.com. It would be worthwhile to re-review Erin's proposal. For a fairly modest and reasonable amount, we could have her eye to assist us in developing a template for the website using school colors.

6. Using Canvas in lieu of web pages for some needs— The functionality of Canvas is such that we may be able to post some of the Canvas and online course-related material through Canvas rather than directly on the website. These would probably be Canvas-related materials, such as Canvas resources, but could also be training documents, accessibility information, etc.

7. Campus maps—Our website maps need to be updated. They reflect poorly on COS. David Fleet is looking into updated maps. When Lori Luddon was gone, we couldn't get her input about changes. The ball is back in Lori's court via email. Can we use the maps that we have for now? Do we have a vendor that can come in and do nice campus maps? See if Dawnie would have some funding. There were some maps that came from NMR, our district architect. They have done maps in the past and they are very nice maps. David will check to see if we have rights to the maps and can make changes to them.

8. Revisit web standard/how to approach— We would like to start a web standards document in order to document what our standards are and help us adhere to these standards. Once we have it started, it can go to Tech Council for assistance on making and keeping these procedures and standards in place.

9. Other— Nancy and Chris Wehman will be meeting with Dennis Freeman and Bill Miesse about the need to discontinue use of the Shasta server. This area currently contains all the content of the Mt. Shasta Bibliography that is on the website, as well as the search software to find citations, however, the search function no longer works. This meeting should take place in the upcoming week.