



College of the Siskiyous

Web Team

Meeting Minutes

December 13, 2018

2:00 –3:00 pm

DLC 4

Present: Bill Hirt, Wayne Keller, Anne-Marie Kuhlemann, Michael Reetz

Absent: David Fleet, Jim Gilmore, Dawnie Slabaugh

Recorder: Bethany Golly

- 1) **Review of past meeting minutes:** No changes to minutes.
 - a) **Updates:** Office of instruction changes requested by Dawnie will not be made until Dawnie provides further information. Weblinks has not heard anything in regards to the web server, and need Chris or someone else to assist in order for Weblinks to do what they need to. mySiskiyous login page still has multiple inaccurate links that need updating. Some incorrect links are still showing up in Google searches, but the major issues have been resolved. Application forms have been worked on and will be further reviewed in January.
- 2) **Compliance:** No work on the compliance projects due to HR Zoom interviews taking up a lot of the Distance Learning staff's time. One known issue is the Library's "Recommended Websites" page which has many out-of-compliance links, but the Library staff have not provided updated links yet.
- 3) **Mobile responsive design:** Nearly 60% of web users are using their mobile device to view websites. Our website should be designed not only for desktop users, but also for mobile users. Menus are currently overwhelming site content for mobile users. Weblinks will be working on this issue in January.
- 4) **Web CMS (Content Management System):** Discussion on moving to a Content Management System, a tool with many built-in features that allow for easier web management, including moving from static HTML site into a more dynamic site. Purchasing a CMS would facilitate a more modern and dynamic design with less effort and skill required. Maintaining a modern-looking website will likely help entice and retain students by forming a positive impression based on the website.

An eventual goal is to have all our data in managed cloud-based servers so we don't have to worry about maintaining and replacing servers. Moving to managed environment will not only free up tech services staff, but will also enable a higher-level of disaster recovery. CMS will also allow for an approval queue for properly-trained users/departments to update their own content, have it approved by the web management team, then published for public view. Concerns were brought up on maintaining a common "voice" for the website, and on keeping information updated, as Weblinks' primary issue still is not receiving updated content from users.
- 5) **Other:** Bill Hirt summarized discussion in order to report to Academic Senate: Weblinks will be working on a more mobile-friendly design in January; group is looking into getting a CMS and placing more of the website on the cloud; retooling website to place more focus on marketing rather than just information; and the ongoing concern of updated information not being provided.