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# MEETING MINUTES FOR JUL. 31, 2018

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**In Attendance:** Cal Anderson, B. Bavaro, Kathy Berry, Yuli Chavez, John Fitzsimmons, Jennifer Hock, Kate Kirkpatrick, Susan Lundahl, Craig Rodrigue, Elisabeth Saldana, Brandy Scarnati, Adine Stormoen, Stephanie Walden, SGA Representative: Rachel Holderread

**Meeting Called to Order:** 10 a.m.

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## Current Business

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- **Introduction of Jennifer Hock, Web Support Specialist**

Jennifer is Web Services' new full-time staff member. She brings a lot of experience, and we are excited that she's joined our team!

- **Drupal CMS/Website Redesign Project Updates**

- **Communication Plan**

Cal discussed that Web Services is developing/finalizing a cohesive communication plan to help inform faculty and staff about the website redesign project, in a regularly scheduled format, between now and December. He is also planning to provide various targeted in-person presentations to groups such as Faculty Senate, etc. to inform and explain more about what to expect, and to help build excitement and "buzz" about the upcoming upgrade.

- **Google Slideshow Presentation**

Cal presented a slideshow that will be part of the in-person presentations to faculty/staff groups in the coming months, and will also be included in an upcoming email. This short, informative presentation will help bring people up to speed on what's been happening in the last year and what to expect going forward.

- **KWALL Updates**

- KWALL provided us with a detailed style guide that demonstrates some key functions and provides a technical review of various newly-built features.
- Cal reviewed a document that we provided to KWALL outlining several special PHP-coded web pages that will require special builds, and some that will not migrate to our new Acquia cloud site.
- Cal explained that the new/revised (tentative) launch date of Dec. 17, 2018 (or week of) was due to reevaluating the enormous amount of work required to bring the new site online; this new timeline should allow us to accomplish what is needed.

- **Content Migration Plan**

- Cal shared some spreadsheets that Web Services is using to help organize and manage some of the new content required for the Drupal web page templates. He explained that the new templates include many new elements that do not exist on the current site. We are working with Marketing to try and create this new content for those pages that will need it.
- Kate added that Marketing has been working hard on some of the new "intro" text for many of the new departmental landing pages, which will be rewritten with a focus on prospective and current students using language updates from third person voice (such as "A student interested in this program will..." or "Students should complete the...") to a more compelling second person voice (such as "If you are interested in this program..." and "You should complete the..."). This was a sea change for the College that involved a lot of discussion, but everyone agrees it will be more engaging. Content will also make more use of the active versus passive voice.
- Yuli posed a question concerning web page content being rewritten. Cal said that although for many pages, new intro text will be *added*, along with other new text/elements, most or all existing

content will migrate over to the new site. Users can expect that their content will likely be rearranged or reconfigured, but we will consult with web content contributors if significant changes become necessary.

- We will also be asking for web content contributors to assist with reviewing some of the new content to make sure it is correct, and if needed in some cases to edit or even assist with writing some of it, using guides and guidelines we will create for this purpose.
- Kathy Berry asked about the last day to make changes to content on the website before no more changes were allowed? Cal said he's aiming for the second week in August, since the physical migration with KWALL is scheduled for Aug. 17. We will be closing off access to Terminal Four SiteManager CMS for all web content contributors at that time. Critical changes can and will still be made to web pages, but he explained that we would then be making those updates to both the live site and the new build of the Drupal site, essentially doubling the work involved for any web page updates.

- **Post Launch and Beyond: Phase II (Content Revision/Trainings)**

- Cal explained that after we launch, the website will still need many months of work; thus, Phase II of the project.
- Much of the content on our current website is not currently focused on the future/current student or other user personas defined by KWALL (and previously shared with this committee).
- Because we need to make the December deadline, it is a possibility that some department pages will go live without some of the new content we want to add; but, through the process of annual web page reviews that we have been conducting, which will restart again next year, we can work with departments to circle back and revisit those deeper content changes at that time.
- Web Services will be working on the possibility of moving some of the administrative content away from the main pages and into a separate area of the website, that could potentially act like an intranet and could be password protected for faculty/staff access, versus the public-facing pages.
- Web Services will continue learning/training to become "Drupal experts" during this time, and will create new trainings for our web content contributors. Realistically, the earliest date for new training would probably be late Spring 2019. In the meantime, content contributors should simply continue to contact us with any updates to their pages.
- Finally, Cal reminded everyone that when the new site launches most tmcc.edu URL links will change. The subdomain "friendly" links, such as nvpromise.tmcc.edu or library.tmcc.edu will *not* be affected. If you need or want to set up any friendly links, please let us know. Otherwise, please plan accordingly. If you are publishing materials or business cards, etc. with current tmcc.edu URLs on them that go to deeper pages within a department, know that after December they probably will no longer work.

## Other Business

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Web Services is still looking for a part/time student worker. The job is listed on the online student job board. Please spread the word!

## Other Updates and/or New Business

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**WebCollege:** Brandy spoke about the recent Canvas conference and some new Canvas updates for faculty. She indicated there will be more user-friendly data available in the next year ("Nudge"). She discussed accessibility ("UDoIT") within Canvas, and said they are doing faculty trainings with Thomas Kearns from DRC with great feedback so far. Plan to offer again in September.

**Meeting Adjourned:** 11 a.m.