Web Community Meeting

November 22, 2013

70 attendees

- Website ownership and structure
- How do we keep the site up-to-date?
    - Many areas of our sites are out of date
    - Size of UVU public site – 298 sites, 29,750 pages
- Web Governanace
    - UCC – deals with policies
    - SWAT – representation from across campus, how can SWAT help you?
        - WDS and Marketing implement
- Department site governance
    - University Division admin owners for areas of campus
    - Web stewards (new assignment, not new positions)
    - Admin owners will determine web stewards
- Accountability
    - Content audit by SWAT
    - Page update procedure
        - Site owners are accountable to web stewards, stewards are accountable to admin owners, SWAT acts as "double check"
- Training Options
    - Training sessions, tutorials
- Purpose-based architecture
    - Determining website purpose and focus
    - Identifying the site's audience (primary and secondary)
    - Identify goals
    - Identify key actions
    - Build the site around actions
    - Standardize key elements
- Web Stewards
    - Should update content now (don't wait for the new template)
    - Must attend Web Community Meetings
- Updating Content
    - Check links, especially during site transition
    - Check that links to files (PDF, PPT, DOC, etc.) are up-to-date
    - Keep keywords, meta information up-to-date
    - Check headings, navigation
- Questions: Run accessibility checks to make sure our sites are 508 compliant.