

## **Strategic Web Action Team**

**August 19, 2015**

Attendance: Ashley Bates, Beth Myrer, Brandon Parmley, Brian Hadley, Candice Gardner, Candida Johnson, Colby Callahan, Jessica Awtrey, Karen Cushing, Leisa Galloway, Linda Moore, Lindsay Watson, Matt Bambrough, Michelle Tukuafu, Nathan Gerber, Ronnett Stutz, Stan Harward, Weston Leavitt

Conducting: Nathan Gerber

Minutes: Beth Myrer

Follow up from last meeting

- Statistics page should be on every academic site – Jeanie was to send out a list of sites not containing a statistics page (by end of the week), and the web stewards would take it to the departments (will include documentation on the process of adding a statistics page) – due date will be September 16 (next SWAT meeting)

Any needs or concerns

- myUVU – getting close
- President's request form is on line – [uvu.edu/president/presreq.php](http://uvu.edu/president/presreq.php)
- Academic IT – about section done, waiting on the last few pieces
- Working on supportuvu, working on donation site
- HR revamp well under way

Reviewed sites

- If a site has come to someone's attention – what do we do
- Discuss it briefly in SWAT
- Steward take it back to area – and discuss it with them and it could be handled in house, or for serious issues, it may have to come back to SWAT
- Need to have a follow-up in SWAT (either acknowledging the update or being more aggressive in addressing the problem)
- SWAT may need to act as a buffer if there are extreme issues
- Process: 1 – review happens in SWAT (make sure that the steward is aware of the review so they can attend meeting), have a list of what should be changed
- 2: steward takes it to the department and then reports back that it has been changed, or that it will be changed by a specific date
- 3: if steward thinks that more authority is need to discuss the change, then a small group (web steward, personnel from Marketing, personnel from Web Development) will meet with the department and discuss site and need changes
- 4: the discussion needs to take place in SWAT with the department

- Should also acknowledge what is working
- Feedback needs to happen – have due dates and reports – have a final review
- Discussion of where a web standards web guide can be found

#### Web Community Website

- [uvu.edu/web/](http://uvu.edu/web/)
- Reviewed existing site – style guide not obvious
- Need to contact marketing to get logos
- Joint effort between web development and marketing
- Could add more color and make it more dynamic, also suggested that the slider box needed some work
- Need to better identify a clear course of action on the site – make it more user friendly and make it more concise path – click on upcoming events and training to be the list
- Submitting a project should be more prominent
- Should be the source for information on the web

#### myUVU

- Converting test to prod
- Pass info to administrators
- Will need to set recovery options for password (either phone or email)
- Trouble tying banner functionality to the back end but should be this week
- Other systems will be bringing in data
- Portal in boxes, but trying to make not feel like boxes
- Icon use will be the same through the university (benefits, training, ect)
- Events and announcements pulled from 25Live
- UVAnnounce is being rebuilt into a different system – but will be able to submit an announcement from this site
- Outages – need to be able to see what systems are affected when different servers are down (want to represent that before you even login)
- All students accounts are in gmail – official way to receive UVU communication
- Email forwards will need to be reset
- Both systems will be auto populated for a few months – and will then shift over
- Students – [uvid@my.uvu.edu](mailto:uvid@my.uvu.edu) – will have 4 options to rename
- Will also have access to google apps – google sheets, google docs, etc.
- Soft roll out will be October – full live spring of 2016
- Will be unveiled at Web Community – September 25, LI 120, at 10:00
- Working with academics as to when it will go live
- Hope to launch OWA client from the site – as well as Outlook client
- Looking into having myUVU be tied to the computer login
- Discussion of available pictures for sites
- UVLink is a link
- Banner services will be wrapped into myUVU
- The my classes section should have both the current semester, and ,if registered, the next as well

- Working on branding
- Navigation is on the left side – no tabs
- After graduation, students should always have access to the portal, will lose some of the functionality after a few semesters
- Employees should always have access (so they have access to financial items)
- Discussion regarding timeout and security issues – need to train employees regarding leaving their computers up when they are away from their desks
- Want the system to be living and developing
- Looking on having access to S and U drives
- Budgets and financials will be accessible under employees