

Strategic Web Action Team

November 18, 2015

Attendance: Ashley Bates, Beth Myrer, Brandon Parmley, Jessica Awtrey, Karen Cushing, Linda Moore, Matt Bambrough, Mike Bird, Nathan Gerber, Ronnett Stutz, Stan Harward, Michelle Tukuafu, Weston Leavitt, Genna Erickson, Jacoby Sybrowsky, Jason Kennedy, Kathy Ardmore

Conducting: Nathan Gerber

Minutes: Beth Myrer

Accessibility Services

- Ray has been talking with accessibility services concerning closed captions on videos
- Meeting with state RFP – have 3 vendors accepted plus there is one on campus (3Play Media, Kaltura, Caption Sync, Rev.com)
- Kaltura is the easiest to use – and is done within a couple of days – upload video, they caption it and inbed it into the site
- Need to look at the public web site portion
- Want to establish a process and procedure and need to inventory where the videos are
- Web stewards to contact site owners/managers - assignment
 - Make a list of videos – include URL location, length
 - Note whether it is already captioned
 - Include a priority rating (1 is very important, and 5 is it doesn't really matter if it goes away)
 - Who the owner is
- Issues with links to YouTube (or other similar site) - ownership of video determines who can request captioning, and YouTube captioning is not always of the quality that we want
- Accessibility Services can go through a third party site to get those captioned and then it would link to the third party site instead of YouTube
- SWAT has funding of \$3000 that could be used to pay for the captioning and would do approximately 2000 minutes
- Those making videos should be aware of the policies and process
- Need to make sure policies are communicated to site owners and managers
- Nathan to send out an updated web owners report on Friday
- List of videos to Nathan by December 11
- Will review process at next meeting and set priorities
- Nathan will follow up with Rev.com, and Kaltura regarding captioning of singing

Follow up items

- Career Passport – have rebuilt site once (as band aide) – have a new secondary design – need approval and give report next time

- OIT – will look at later
- UVU Homepage and university links – have started working on this site
- Org charts – on administrative site – also a lot of yellow boxes and a lot of links – hard to keep updated and HR has been tasked with that job – have created a system of real time org charts (driven by banner) – uvu.edu/hr/orgchart/ - [Nathan or Colby will give a report next meeting](#)

Web Site review process

- Received a handout of the process
- [Committee asked to review process and then Nathan will take it to UCC](#)

Sites that need to be reviewed

- Canvas

Review of navigation for academic sites

- Discussed standardizing sites – “about us” –
- Will need to be addressed more thoroughly – will set up a work group (Michelle Tukuafu, Kat Brown [or representative], School of Education, School of the Arts, Academic Affairs, T & C, Science and Health, Business, University College)

myUVU

- Previewed site – getting closer
- The first of September realized that a new portal or platform was needed
- Will have an app launcher in the system – so other sites can be brought into myUVU
- Will utilize gmail.com – and can link it into the system
- Hope to have a beta site available by end of November, and then go live during Spring Semester, and UVLink will die about a year after launch (but will be a secondary portal)
- Will be demoing the site in the next few weeks and will send out an announcement when myUVU is available

Other

- WDS and Marketing are now located on the 2 floor of Losee Center
- Have organized a group from 14 areas to look at the Home Page refresh – will be bringing it to SWAT to review

Assignments

[Nathan to send out an updated web owners report on Friday](#)

[List of videos to Nathan by December 11](#)

[Will review video captioning process at next meeting and set priorities](#)

[Nathan will follow up with Rev.com, and Kaltura regarding captioning of singing](#)

[Nathan or Colby will give a report next meeting regarding the org chart site](#)

[Committee asked to look at the review process and then Nathan will take it to UCC](#)