Strategic Web Action Team

February 17, 2016

Attendance: Amy Birk, Ashley Bates, Beth Myrer, Brandon Parmley, Colby Callahan, Genevieve Erickson, Jessica Awtrey, Kathy Ardmore, Leisa Galloway, Linda Moore, Lindsay Watson, Michelle Tukuafu, Nathan Gerber, Ronnett Stutz, Sandra Koller, Shari Warnick, Stacy Fowler, Stan Harward, Weston Leavitt, Candida Johnson, Eli Robison

Conducting: Nathan Gerber

Minutes: Beth Myrer

Follow –up

- Still working on the org charts with HR
- Working on Standard Navigation for Academics

Site to review

- None to review at this time

SWAT Retreat

- May 13 from 9:00 – 2:00 – in CL (building L on the Canyon Park Campus)
- Come prepared for a discussion, and to relax
- Need to discuss Meta Data

Audit

- Proposed that the audit goes for an extra week – state the audit goes from Feb 1 to March 1, and then give a week for follow-up – will have the final report during SWAT in March
- It was requested that the check lists continue to be split but presented on the same page – will be discussed in the March meeting – Nathan will work on this
- If you need to extend this year, will allow so from the back end
- Nathan will send out an email about March 1 as a reminder of the due date

myUVU

- People should be logging in to my.uvu.edu and get back to Nathan with suggestions and help identify problems
- Has been presented to different entities across campus
- Emails will be going out to announce the new portal
- The site is live and not in test
- Should work in IE, Firefox and Chrome browsers

Academic Support

- Will be called Academic Management – will affect Administrative Assistants and support staff, and the Deans and Department Chairs

SWAT March 16 meeting

- During spring break but will be a normal workday
- Will report from OMNI conference
- Will discuss accessibilities issues – ie videos
- Video lists should be completed by end of audit
- Hope to have the new search system to demo

Web owners

- Admin owner – VP, AVP, or Dean > Web steward – anyone (non-technical) > multiple sites they are responsible > web site owner (administrative roll – Department chair, department head, director, etc.) > then goes to three rolls: 1 – site manager, 2 – lead content contributor, 3 – additional content contributors
- Site manager (large number of people in this area – but unaware they are in the system) – have one level of access
- Lead and additional content contributors have a different level of access from the site manager
- Before additional people are given access, need to assess if the requestor is the site owner or manager, if approval is acquired it needs to be determined at what level
- Will simplify the structure by removing the content contributors, the site manager will be doing the work (if more help is needed will be able to name content contributors and will have the same access [CC]) – this information needs to be kept up to date
- If there are problems with inappropriate updates to site, will move back to the old system for those areas affected

Access requirements

- Are to make sure that people who have access to the system understand what they should and shouldn't do
- Security and IT wants make sure that people who have access to the system acknowledge that they understand the restrictions of what they should and shouldn't do
- Will have training (online) regarding the do's and don'ts and then an online form will need to be completed regarding what was learned in the training (one question should be what is the level of experience – I have browsed the web, I have worked in CSS, I have worked in HTML)

Projects requests

- Need a site for special ed – it has not been approved, but want it available as soon as it is – working with Nicole – looking at March 30
- The new catalog is being worked on
- A Tableau project is being worked on
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