

## Strategic Web Action Team

June 21, 2017

Attendance: Amy Birk, Beth Myrer, Colby Callahan, Jason Fidler, Kameron Black, Karen Cushing, Kathy Ardmore, Lindsay Watson, Marianne Wilcock, Matt Jones, Nathan Gerber, Pamela Bohn, Peter Beard, Ronnett Stutz, Sandra Koller, Silvia Lobendahn, Stacy Fowley

Conducting: Nathan Gerber

Minutes: Beth Myrer

### SWAT Retreat

- was a productive meeting
- the Super Better presentation was good

### Academic Website

- the standard navigation items have been approved by AAC: About Us [including statistics], Degrees and Programs [PLO will be part of the information available], Connect with Advisor [suggested that Advisor be changed to Advising], Faculty and Staff
- for Schools and Colleges: About Us, Departments, Advising, Make a Gift (need a discussion of whether it should be gift or donate – verbage is being worked on by Development and Alumni Relations – can also have a bigger link on the home page)

### Sites to review

- uvu.edu/ce – need to have information on how someone applies to teach for continuing education, also the calendar may need some work
- discussion of when to archive minutes for meetings and how long they should be stored
- discussion of online forms and the different systems to complete them – Docusign, pdfs, complete online and click submit etc. – Nathan is work on a document to assess which system should be used
- page for order room signs needs to be updated - Candida Johnson will take the issue to marketing

### Kaltura

- because of financial restraints – there needs to be an on/off switch – Kameron is work on it

### Project updates

- discussion of the difference between a support ticket vs. a project
- is dependent on the time required to complete – a support ticket can be completed relatively easily whereas a project is involved – web stewards will be to be taught the difference
- discussion of changing support ticket to: trouble shooting, will need to work on the verbage

- project form – need to know who is requesting the changes – executive support, supervisor approval, etc
- showed [uvu.edu/web/webowners/](http://uvu.edu/web/webowners/) site – was decided to change admin owner to executive owner
- reviewed the [uvu.edu/maps](http://uvu.edu/maps)

#### Homepage

- changes are progressing
- discussion of what to emphasize: students success after graduation (finding jobs in their field of study), engaged learning, programs and degrees available, what is the cost
- students ask: will I fit in and prosper, will I find a home here, what is the culture (is it well rounded)
- reviewed other college/university sites
- send any suggestions for the home page to Nathan

Next meeting July 19, 2017