SWAT

November 28, 2018

Welcome

- Introductions. New web stewards and guests today.

Follow-up Items

Feedback from business trip. Our UVU web organization has great things in place.

Sites to review – open to group

- Provost – SVPAA search site www.uvu.edu/provost-vpaa Jeff has announced his retirement. Will be senior Vice-President. New position will have new logistics to work out. International search to fill the position. Network and tell your friends.
- Others?
  - MyUVU.edu – There is a space that is not being utilized. What are we going to do with it? "What's New" You click on it and nothing happens. The entire page is changing, so Nathan will look into it further. What would we utilize it for? It's only for "What's New" with myUVU. Can John turn off the widget for now?

Web Community standards and adjustments

http://www.uvu.edu/web/standards/standards.html

- What is and isn't allowed on UVU websites? This is where this information is given. Academic sites need four things specifically and that's listed. Page headers, video headers. When it's appropriate to use tables. No copyrighted images. Accessibility and what our accessibility standards are. Standards can be adjusted as needs change.
- Who is going to police the guidelines? Audit catches a lot.
- Updates will be made as changes arise, but it will be brought to SWAT.

New Profile and Directory system – Demo and discussion

PROF Page System – 10-11 years old. Needs to be retired. Fine People System.

Employee Directory – New system. Search by employee or department name. Photos will be there. Emails won't be posted on the site. They will still go to Outlook as a regular email and can be replied to as well.

Been working with Campus Connection for photos. You can get a professional photo shot done at Marketing.

Settings, my profile, and here's your information. You can change basic information on your profile page. Can write short bio which can have up to 250 words. People with big bios will be contacted individually. They also get one URL only. Has to be good enough for a professional ID. We can also update department information. Usually the admin for the department will have the access to change/update information.

- Will be brought before AAC or faculty senate.

Preferred email goes to UVU emails only. Updating information should update everything through Outlook, Telephone Services, but this needs to be verified and it will take time for the change to take effect as people become aware and implement.

Data as "private" what does that mean? When the system goes live, your picture will not show. Your title and job information will be shown, but not your picture. If you are set as "confidential" your name will not be shown either. External only.

Forms project – update and discussion

13 different form systems were gone through. What can replace form mailer? Need multi-step forms. We have DocuSign for signatures. Forms that people need to fill out for payment. Bradan had list of features needed. Form Assembly is the one we're leaning towards. We have received approval to purchase Form Assembly for three months and see if it will work for the university's needs. How will signatures work? Right now we're keeping DocuSign for signatures.

- Form Assembly Battle Plan
  - Looking into various categories to see if it will work.

We will bring it back a few times for demos and review. Accessibility, security, who can manage the forms, etc., are some things we'll be looking at very carefully. If this works, we can cut costs by 75%. What about when digital transformation happen? We're hoping this new form system will be able to handle that transformation. Form system needs to feed into payments and archival system. Form Assembly also works with Marketplace.

Web Community –

- Refresh Web Community Meetings. 500 people who get notices don't need to be there. Site Owners remove for meeting? Maybe leave them in Web Owners for reports, but for meetings they don't need to be included. Discussed in SWAT and we'll get back. Any ways to improve Web Community Meeting would be greatly appreciated.

Project Updates

- Nathan to send today

December 19 next meeting. Who will be here? Might cancel due to holidays.