

## **SWAT**

**January 23, 2019**

Attendance: Braden Van Wagenen, Stace Hall, Jason Kennedy, Ronnett Stutz, Nick Estrada, Melinda Mower, Leisa Galloway, Dustin Berlin, Brian Hadley, Pamela Bohn, Cassandra Cosgrove, Peter Beard, Kam Black.

Absent: Candida Johnson, Bonnie Mortensen, Karen Cushing, Laura Busby, McKay Strong, Toni Harris, Mike Bird, Jim McCullough, Kaitlin Taft, Katie Hunter, Sandra Koller, Amy Birk, Stephanie Albach, Stacy Fowler, Colby Callahan, Ray Walker, Shari Warnick, Gage Marberger, Taylor Bell.

Conducting: Nathan Gerber

Minutes: June White

### **ACTION ITEMS:**

- Nathan will review “New Profile and Directory” section below for suggestions.
- When Campus Connection does picture, can person decide if they want to use old or new picture? (Nathan)
- With new photo, can they get a new card free or will it cost?
- Can we download our headshot?
- Will there be a “send the department a message” for a department webpage?
- What is an open or unfilled vacancy or private?
- How much will Marketing charge for headshot? June is asking August.

### **Sites to review –**

No sites to review. We’ve worked with Marketing and they’re doing some SEO and marketing work through master programs. Working with Frank Young to format a template. If you have a master’s program in your area, please let us know so we can provide that information to you.

### **Annual Website Audit –**

February 1-March 15. Site managers need to get all new information to you. Nathan will send out information to guide through the audit. /web/audit. Website Audit Instructions is what’s given to Site Managers. Your instructions as Web Steward is in the second column. Only change on site side, “All employees FT and PT need to be aware of the new directory system. They have logged in and updated their new profile information.”

**Suggestions for audit** – What happens to those that don't comply with the deadline? Why March 8? Tried to get everything done in February, and it was too tight. With Page Age and Count, sites still need to be reviewed and republished. Each individual will need to review their own information.

### **New Profile and Directory –**

Old directory will be going away.

Webstaging.uvu.edu/directory/ is the new site. It separates FT and PT

Move "Show entries" down to bottom line.

Can we collapse a PT list if we're looking for FT?

Is there going to be a list of departments somewhere? Nathan will check.

What if we had a side menu/filter?

Filter by department?

Filter PT and FT?

This is not a resume site. Will mainly effect faculty. Talking with academic affairs and they're aware of what we're trying to accomplish. This is a quick reference or directory. You can include short bio and a resume. You can have one link which links to another website such as linkedin.

"View Department Directory"

Click on "Send a message" and it will send that person an email but won't give out email address. This format is where the university is heading. This is a public directory.

February 1 is when the change to the new directory format is meant to occur. You can get your picture taken at marketing or campus connection and that will replace the current picture on file. Marketing will charge for a head shot but campus connection will not. Campus connection's picture will be updated in the system.

### **Nathan –**

- When campus connection does picture, can person decide if they want to use old or new picture?
- With new photo, can they get a new card free or will it cost?
- Can we download our headshot?
- Will there be a "send the department a message" for a department webpage?

You can click at the top of the column and it will sort.

Edit your profile. This info will be going out soon, and there will be instructions.

/user/profile/ (this URL) This will edit your profile. We can change preferred title, not official title.

Advisor – appointments url available, employee bio url, employee short bio. (250 words)

“Private” doesn’t mean everything will be private. Some information the school is required to provide to the state and the public.

This is not an org chart.

#### **Nathan –**

- What is an open or unfilled vacancy or private?
- Admin might have access to update information for department members. How do we get authorization for that? Contact Web Development Services.

/mps Faculty, Professional Page – transitioned to new system. This will not be part of the audit. Departments don’t need to worry about this at this time. /mps will work with Rider.

Work with area web page person to arrange the site the way the departments want them.

Ronnett was not able to put message in actual message box. **SEND TO CHARLENE TO HAVE HER LOOK AT.** (Could it be because Ronnett is set on private?)

#### **Changes to Web Community –**

Who we send out notices to: Brought down to Web Stewards and Site Managers who will be invited to come to the Web Community Meetings.

1. We really need the site managers to show up and be part of the meeting.
2. We count on them to be aware and trained.

More efficient - We’re going to video record these meetings. Please attend meetings, but this will provide others off campus to be a part of the meeting and not dealing with travel, traffic, and parking spaces.

Accountability: Web Stewards please communicate the importance of Site Managers to attend Web Community Meetings.

#### **Change to homepage –**

There will be changes and they will be brought to this meeting before they are implemented. President has asked for some changes and we’re looking into that. On-line programs are a big push right now.

#### **SWAT Retreat –**

May 17<sup>th</sup>.

**Next Meeting: February 20<sup>th</sup> 1:30-3 pm in FL323g**