
STRATEGIC WEB ACTION TEAM

Agenda for 11/20/19

AGENDA ITEMS:

1. Welcome and introductions
 - 26 in attendance
2. Follow-up items
 - a.
3. Sites to review – open to group
4. Requests and Review
 - a. New POB: Rankings, review, different types of requests
 - i. “Priority” is no more we now have “Rankings”
 1. Web Stewards will make their personal rankings so area support knows where you want them spending their time
 2. Departments will have their ratings
 3. Area developers will have 3 top rankings, with 2 ready to go after there is an opening/finished project; everything else will be numbered as a 0 called the “backlog”
 - ii. Incident= Something broken or that needs a quick fix
 - iii. Service Request= we have a process and know how to move forward fairly quickly
 - iv. Project= Something we haven’t done before, we don’t have a process set up
 - b. Site Manager responsibilities
 - c. Web Stewards responsibilities
5. Error Free Campus Initiative Update
 - a. Print issues
 - b. Electronic issues
 - c. How do we start working with this on the web
 - i. Use the annual Web Audit to have more eyes helping look for the errors

- ii. Have someone designated in your area who looks through it before sending the site for review
 - iii. Use the spell-check as we update/ create new sites
 - iv. Make sure you connect with IR about numbers/statistics
 - v. Maybe have some form we can submit that would go to the departmental person in charge of fixing those issues
 - vi. Contact person in the footer on the page- if they aren't the one to fix the issues, they should know where to send the request
- 6. Blogs + (better than Disney+...)
 - a. Examples to come in Web Community on Friday, Nov. 22
- 7. Web Analytics Dashboard updates
 - a. Are you monitoring/ seeing who is actually looking at these reports?

Next Meeting: December 18th 1:30-3pm in LC 212 (Social Media Command Center)