Web Standards Committee Meeting
December 17, 2013
LC-62

Present
Lucinda Aborn
James MacDevitt
Sarah Ramirez
Ty Bowman
JoAnna Schilling
Monica Acuña
Samuel Chavez
Vykki Morgan
Tim Kyllingstad
Carl Bengston
Ronda Gartrell
Shirley Arceo – guest

Not Present
Patrick O’Donnell
Abner Caguioa (Ace)
Barbara Soden

Web sub-committee update and homepage changes
Dr. Schilling said there was nothing new to report. The process now is to get feedback back from the focus group.

Managing social media accounts - update
Dr. Schilling told the group that Shirley Arceo is the author of the Cerritos College Social Networking Guidelines.
A draft copy of the Cerritos College Social Networking Guidelines written by Vykki Morgan, Sarah Ramirez, and Dr. Lucinda Aborn was handed out to each member.
Vykki Morgan told the committee that she took what Shirley started and added to it using guidelines from other schools such as Harvard’s accessibility disclaimer. She also commented that she removed items she felt were unnecessary.
Shirley asked if the guidelines are meant to be sub guidelines or will they be institutionalized policy?
Dr. Schilling responded that the guidelines can become board policy.
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Dr. Schilling responded that the guidelines can become board policy.

Dr. Schilling asked Shirley where she suggested the committee begin with the draft. Shirley suggested it be read.
Sarah asked who will implement the guidelines. Shirley told the group that the marketing department usually handles the implementation.
Dr. Schilling suggested a simple registration be created through Public Affairs.

There was discussion regarding having one administrator or having two and whether or not the second administrator can access the page alone. Shirley said that a second administrator cannot delete a Facebook page without the primary user. Tim Kyllingstad suggested a unique email be created for the primary administrator.
Dr. Aborn suggested to the committee that the guidelines be laid out before discussing implementation. She also commented that the intent has been stated but not the how to make it instructive.
Sarah asked if a handbook should be created.

Dr. Schilling asked the committee to read the draft and bring back comments to the January meeting.
Vykki will email a new version of the social networking guidelines.