

**Web Standards Committee
Minutes
May 5, 2008**

Call to Order: The meeting was called to order by Mark Wallace, committee chair at 1pm.

Present were: Mark Wallace, Vykki Morgan, Erik Duane, Patrick O'Donnell, Yvette Juarez, Ty Bowman, Samuel Chavez

Absent were: Barbara Soden, James MacDevitt, Lucinda Aborn, Richard Cameron, Tim Kyllingstad, Michelle Rodriguez, John McGinnis, Monica Acuna, M.L. Bettino

Update on web author training and tutorials: Samuel is setting up a certification program for the web authors. He hopes to get help from Staff Development. He's preparing tutorials in areas of interest to staff. Ty suggested retro-certifying all existing web authors with a quiz and certificate. There is a plan to add calendar author certification as well. Certificates will be signed by the President and Manager and will be placed in the web author's HR file. They will require certification to use CMS. They have met some resistance in changing to CMS. There was some discussion regarding TalonNet and the problem with the server down time. Vykki and Patrick are both on the TalonNet Committee. They are working on updating changes in the program that will work with Blackboard and other programs so the users won't have to redo everything. Through this committee the goal is to market what we do for our staff and faculty – working with web authors, promote available web services, suggest changes and modifications to meet the needs of users, provide accessibility (FrontPage does not meet accessibility), set standards. Once accessibility issues have been solved, the Faculty Senate can then approve the policies. It was agreed that faculty seems to have a problem in complying with the CMS transition. We need to encourage a positive view of CMS. Accessibility is critical – we must be compliant to prevent a law suit.

Update on Accessibility: Ty reported that CerritosTrainsU and TeacherTRAC are transitioned. Samuel and Ty have been working to fix the accessibility issues, not restrict the freedom of the web authors. CMS is superior to FrontPage in maintaining accessibility standards. They suggest that web authors only convert items needed in CMS and gradually update other files until the transition is complete.

Web author certification for Staff Development – Web author training and certification allows us to recognize people for the good work they are doing as web authors. Samuel and Ty have been communicating with staff via email news and tips.

TalonNet update: We need to market CMS and TalonNet to improve the perception of our faculty and staff, but find ways to let both old and new faculty know what we are doing. Better management of resources within Web Administration, Media Services, Innovation Center should include CMS training in the initial employee training. A Flex Week training session was suggested.

Update on ACC software installation: Ty proposed an ACC monitor that can check on daily/hourly basis.

Committee agenda for 2008-09: We have six meetings a year, three per semester. It was agreed that afternoon meetings are best. Mark will circulate potential dates for a group consensus.

Adjournment: The meeting was adjourned at 2:30pm