**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 25 June 2014 at 3 pm**

**Venue: Samuel Alexander building, A104**

*Unconfirmed minutes*

Present: Kostas Arvanitis (Chair), Karen Wang, Phil Olsen, Polly Low, Roddy Hawkins, Paul Murdoch, Georg Christ, Mouna Manna, Wendell Kimper, Johannes Sjoberg.

Minutes: Hannah Mansell

**32/WC/14 Apologies**

Apologies were received from Mark Woolstencroft, Andrew Crome, Lindy Crewe, Noelle Gallagher, William Schroeder, Francesca Smith, and Ed Wouk.

**33/WC/14 Minutes of last meeting**

The minutes of the last meeting were agreed as an accurate record.

**34/WC/14 Matters arising from the last meeting minutes**

Regarding **27/WC/14**, the Chair confirmed that Middle Eastern Studies will be using their allocated web fund.

Regarding **29/WC/14** (old domains), the Chair has emailed all staff to ask them to identify any web pages using the old site address, and some projects have come forward. A final reminder will now be sent. Roddy reported that he has had some queries from his division but they were mostly regarding free-standing pages.

The topic of staff profile photographs (**31/WC/14**) was discussed, and Philip Moores, Faculty web manager, confirmed that there will be resource in autumn 2014 to arrange new pages for these images. Karen Wang reported that she has organised photography sessions with Media Services to take new photographs and will be discussing dates with Paul Ellis, Media Centre technician.

Polly Low queried whether guidance would be given for dealing with colleagues who are reluctant to have their photographs taken, and whether a generic image would be provided if a photograph isn’t available.

The Chair proposed that the staff photographs be stored by the School Office for future reference.

**35/WC/14 Academic Web Director's Update**

The Chair tabled three documents for feedback from the committee.

1. Welcome Week 2014 School-specific microsite created by Anne-Marie Nugnes. The pages of the site have varied go-live dates from August until shortly after Welcome Week. No action is required from web officers – all the information from subject areas has been fed directly to Phil Olsen. Polly asked if short reading lists can be added to these pages, and Phil agreed. Roddy asked if pages from last year can be used, and Phil also agreed.
2. SALC web activity summer 2014. Phil Olsen commented on point 3, regarding developing certain subject area pages, and said that there are not many staff members available to collaborate with him at present. Any queries on subject area names and groupings are to be answered by the specific subject area.
3. SALC web areas of development 2014-15. All Schools are asked to create a development plan for Philip Moores in Faculty. It is open for comments from the committee until July 11th. Karen Wang commented that a China strategy is needed to decide how we use a Weibo account.

**36/WC/14 Report on Web Issues/Developments by Subject Areas/Divisions**

Roddy Hawkins reported that he will be working on divisional webpages this summer including spotlights.

Polly Low confirmed that she will be creating a bank of photographs from archaeology this summer.

**37/WC/14 Report on Web Issues/Developments by Faculty Web Officers**

Phil Olsen reported that he is currently working on subject area webpages.

**38/WC/14 SALC Centres Websites Redevelopment Update**

The Chair reported that the ICP pages are in progress, and the Martin Harris Centre website will launch on August 11th.

**39/WC/14 SALC Intranet Update**

Mark Woolstencroft reported via the Chair that there were no further developments in this area.

**40/WC/14 A. O. B.**

Roddy queried whether a survey to new arriving students regarding the usefulness of the SALC website could be implemented. The survey could take place while the students are waiting for interviews or when they visit for Open Days. There was a discussion regarding which questions should be asked, and the Chair agreed to circulate potential Museology questions to the committee.