**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 22 October 2014 at 3 pm**

**Venue: Mansfield Cooper 4.10**

*Unconfirmed minutes*

Present: Kostas Arvanitis (Chair), Karen Wang, Johannes Sjoberg, Andrew Crome, Fred Schurink, Georg Christ, Siavush Randjbar-Daemi, Mouna Manaa, Wendell Kimper, Andrew Fairhurst, Francesca Smith, Mark Woolstencroft, Jak Dyehouse, Abigail Saffer, Paul Murdoch, Warren Gates, Phil Olsen, Philip Moores.

Minutes: Hannah Mansell

**41/WC/14 Apologies**

Apologies were received from Jérôme Brillaud.

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

The minutes were confirmed as an accurate record.

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

The Chair reported progress on the SALC website since the committee’s last meeting. New sections are being developed for the newly-separated American Studies, English, Chinese Studies and Japanese Studies. These sites will be ready to review by the end of October subject to the current issues with T4 being resolved. The ICP site is close to the first draft and the ULC site is at the early stages of drafting.

There was a discussion amongst the committee about the Remedy form and members were reminded to use the form rather than emailing Phil Olsen as the form is more efficient and changes can be made by other colleagues when Phil is not in the university.

**Action Point:** the Chair agreed to circulate the remedy form to the committee.

Mouna Manaa asked if she should fill in the form on behalf of colleagues from her department or if they should use the form and submit it themselves. It was agreed that requests for alterations should go through Mouna as the web officers to avoid duplications and to ensure that incorrect information is not published on the site. It was also suggested that colleagues should be given access to T4 themselves if they make regular small changes and web officers should be making small changes themselves which are approved by the Faculty web team. Big changes to the website should not go through the remedy form; colleagues should liaise with the web team directly to ensure they have the capacity to assist with those changes.

Philip Moores from the Faculty web team confirmed that a review has been made of the remedy process and a response should be received within one working day of the request submission. Philip also reported that IT services are looking into a new system to replace Remedy in 2015 so for now the School should continue using Remedy.

Siavush Randjbar-Daemi raised a query about the SALC event system and whether issues with that should be submitted via Remedy, and it was confirmed that these queries should be sent via email. Siavush noted that the SALC event system does not include room numbers within buildings for events, but Columba on the University site does.

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

1. The Chair reported that three new widgets are now available for the SALC site – a What’s On widget which includes images and can be grouped by subject areas; a widget which shows blog posts, tweets and events related to one subject area; and an image gallery widget which groups images and text in a sliding gallery and can be used for book covers. Images and text for this widget should be sent to the web team to collate online.
2. Careers pages have been updated for more than half of SALC subject areas now and work is continuing over the autumn, led by Louise Sethi.
3. The Chair discussed the information presented on course marketing pages, brochures and SALC websites and highlighted the fact that these three areas are often maintained by different people so the information can be slightly different. He proposed a working group of people who are responsible for these areas to create a work-flow to avoid duplication or gaps. The Chair asked for volunteers to come forward to create this group. Philip Moores proposed that Antoinette Perry be invited to attend this group too.
4. It was reported that the Media Centre is helping to arrange the new staff photography requested, and Karen Wang is liaising to find out which staff members have already had photographs taken.

The committee discussed consistency of these images to ensure they are all broadly the same, and Siavush asked how to respond to colleagues who do not wish to have their photographs taken. The Chair stated that a default image would be available for those who do not wish to have their photograph placed on the website. It was queried whether photographs would be on individual research profile pages which are managed by the staff, or on the SALC site. The Chair confirmed that the images will be on the “Our People” page which is managed by the web team.

The agreed process will be that staff will be contacted and asked to sign up for a slot for taking new photography.

1. The Chair reported that at the last Faculty web board it was announced that PEW has been acquired to replace Research Profiles/iScholar. It may be possible to use it for PGR profiles, and PhD students might be able to maintain their own site also. This will be rolling out in August 2015.

**45/WC/14 Web Officer’s Roles and Responsibilities**

The Chair reported that he is updating the governance for the School website and will circulate to the committee for their information.

**46/WC/14 Web Budget**

The Chair confirmed that the web budget for 2014/15 is £30,000. Of this one third is for School web activity, leaving the remainder for subject area and centre web activity. This has been calculated as £900 per department, and departments are able to team up to pool resources, for example to create a video. It is also possible to share bookings, for example for photography, to maximise use of the funding. It was reported that the funding request form has been circulated, and the budget does not need to cover staff photography.

Mouna queried the lower funding level compared to last year, and the Chair informed that this is because there are more subject areas to divide into due to the splitting of East Asian Studies and English and American Studies. Mouna described the challenges of splitting the funding between the three programmes in Translation and Intercultural Studies, and asked if it is possible to divide the total funding by programmes instead of by departments, but the Chair confirmed that this is not practical.

The committee was informed that the deadline for applying for the funding is November 21st, and all funding must be spent by the end of July 2015.

**47/WC/14 SALC Web Plans and Priorities 2014-15**

The Chair circulated the SALC Web – Areas of Development for 2014/15. The committee discussed possible changes to the plans for 2015/16 based on the results of the user testing which are due in December.

Siavush asked if a social media timeline has been created, and the Chair reported that he intends the committee to agree a web and social media plan by Christmas, and he aims to run test campaigns first.

**48/WC/14 Presentation from SIGMA Consultants: SALC User Testing**

The committee was shown a presentation from SIGMA consultants about their work testing the new SALC website and assessing whether the changes on the site have improved the user experience.

Siavush queried whether tests will be run on mobiles and tablets as well as desktops, and how many users are accessing the SALC website from mobiles and tablets. It was reported that approximately 10% of users are accessing the site from mobiles, and 10% from tablets. A full report of Google analytics findings has been produced for further information.

The committee discussed how much traffic is going to the main University of Manchester site rather than the SALC website from search engines. Georg Christ asked how many users go from the central course marketing pages to the SALC site, and where the users on the subject area sites navigate from.

**Action Point:** the Chair agreed to circulate the full Google analytics report to the committee, and if the committee has any specific questions for SIGMA they are to be sent to the Chair as well.

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

Due to time constraints, there were no reports from divisional reps.

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

Due to time constraints, there were no reports from Faculty web officers.

**51/WC/14 SALC Intranet Update**

Due to time constraints, there was no update regarding the SALC intranet.

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