**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 3 December 2014 at 3 pm**

**Venue: Samuel Alexander S1.9**

*Unconfirmed minutes*

Present: Kostas Arvanitis (Chair), Johannes Sjoberg, Andrew Crome, Fred Schurink, Siavush Randjbar-Daemi, Mouna Mannaa, Wendell Kimper, Andrew Fairhurst, Mark Woolstencroft, Warren Gates, Phil Olsen.

Minutes: Hannah Mansell

**53/WC/14 Apologies**

Apologies were received from Jérôme Brillaud, Karen Wang, Georg Christ, Francesca Smith, Abigail Saffer, Paul Murdoch, Philip Moores, and Sam Winkler.

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

The minutes were agreed as an accurate record.

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

Regarding the differences between the course marketing pages and the SALC website, the Chair is working with Antoinette Perry, Faculty Marketing Manager, and the new Faculty Marketing Officer Sarah Howarth (starting December 15th) to discuss this issue.

Mouna Mannaa queried if the SIGMA results have been received yet. The Chair confirmed that further user-testing is still taking place and then results will be circulated.

Siavush Randjbar-Daemi highlighted the confusion of different designs between the university central website and the SALC site, and asked when the sites will be homogenised. Warren Gates reminded Siavush that the SALC site has been recently updated to the current design and the central university site was redesigned shortly afterwards at great expense. A new site design cannot be adopted overnight; it is a long process, especially for a large site like the SALC website.

It was also noted that the committee disliked the central design when it was demonstrated in the previous academic year (**27/WC/13**)andopposed the idea of the School adopting the same design. It was reported that the ULC site, which is currently running on the old LLC design, will be updated directly to the new central design following Faculty approval.

Mouna suggested that making local stories more visible on the central site is more important than changing the site design.

**Action Point:** the Chair agreed to follow this up and consider ways to highlight local stories.

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

* The Chair reported that the plan to update staff profile pictures is in progress in conjunction with Karen Wang and staff will be contacted in the New Year.
* The committee was reminded that the deadline for applying for funds from the web budget is December 19th.
* It was reported that the ULC site will be updated to the new central design rather than the current SALC design.
* A network group for SALC web officers was suggested in order to share experiences and best practice.
* The School web priorities are to be summarised to six points at the request of Faculty.
* There will be a workshop in January or February on guidelines for social media. A School-specific consultation on social media accounts will be discussed soon as well.
* Upcoming social media campaigns include #SALCelfie over the Christmas period to allow students to showcase where they are around the world to win vouchers, and graduation selfies. The committee was encouraged to participate and promote.

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

A revised web governance draft has been circulated which includes guidance on website maintenance. The Committee was asked to share it with other web officers and colleagues, and to submit any changes or suggestions to the Chair.

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

Johannes Sjoberg reported that colleagues within his division have highlighted inconsistencies between course details on the central and School websites. Additionally he asked what can be done to improve the compression of video facility as the current facility is not very good and the sound quality is affected. Phil suggested uploading videos to YouTube and embedding them in the site. This was discussed, and it was mentioned that whereas YouTube is blocked by some countries, the university’s video library is not, so it might be preferable to use the existing video library.

**Action Point:** Warren was asked to seek advice on behalf of the committee from Trevor Byrne in Media Services.

Andrew Crome reported that his colleagues have highlighted similar issues with the course unit database.

Wendell Kimper agreed that colleagues in his division have reported the same problem.

Fred Schurink reported that the new pages for English, American Studies and Centre for New Writing have been redesigned and colleagues are collecting new content. He asked if the news widget is available to use now and the Chair confirmed that it is available and can be requested via Remedy.

Mouna Mannaa raised concern about requesting video uploads via Remedy as it can take a long time, and it might be useful to be given a time frame that can be passed on to colleagues in the division to prevent repetitive enquiries. Phil agreed that it can take a while currently as there are a lot of videos on hold.

Siavush Randjbar-Daemi reported no current issues in the division, and confirmed that issues with the new event system have been resolved. He asked about how staff can update their academic profiles and the Chair stated that the information is available on the SALC intranet.

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

Warren Gates discussed legacy sites from the previous version of the SALC website and reported that only ICP and MANCASS are still outstanding. Old pages are now being closed off. In addition, Warren mentioned that a new Faculty Marketing Officer will be starting soon – Sarah Howarth.

**60/WC/14 SALC Intranet Update**

It was reported that HUMNET has now been updated but the SALC intranet has not been updated and there have been no recent meetings to discuss the proposed changes.

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

Johannes asked if there was any funding available to redesign the Centre for Screen Studies website. Phil Olsen offered to update the site to the new T4 templates.

**Action Point:** Johannes is to discuss this update with the Centre and liaise with the Faculty web team.