**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 24 June at 3pm**

**Venue: Samuel Alexander A4**

*Unconfirmed minutes*

Present: Kostas Arvanitis (Chair), Andrew Crome, Andrew Fairhurst, Mark Woolstencroft, Sam Winkler, Warren Gates, Phil Olsen, Stewart Aitken, Sarah Howarth, Polly Low

Minutes: Hannah Mansell

**19/WC/15** **Apologies**

Apologies were received from Mouna Manna, Karen Wang, Abigail Saffer, Johannes Sjoberg, Wendell Kimper, Siavush Randjbar-Daemi, Fred Shurink and Jerome Brillaud.

**20/WC/15** **Minutes of last meeting**

Regarding 9/WC/15, the Chair reported that the issue of archiving past events online was not discussed at the last Faculty web committee meeting but would be raised again at the next one.

Regarding 13/WC/15, it was reported that the feature boxes of research centres are available for any subject area which requests it.

**Action Point:** anyonewho wishes to create a feature box for their area is to contact Phil Olsen.

**21/WC/15 Matters arising from the last meeting minutes**

There were no matters arising from the Chair.

**22/WC/15 Mobile Responsive Template**

The committee was shown a presentation from Stewart Aitken regarding mobile responsive web templates. He reported that the presentation can be circulated after the Faculty web board.

The presentation looked at why mobile responsiveness was important, and the steps proposed to update all Schools in the Faculty to this type of website. Stewart reported that a template from the Faculty of Medicine and Human Sciences would be used, and the first areas to migrate would be the Faculty and Law sites, but all Schools would be migrated by the end of the academic year. With this in mind, new imagery would be required as the new template focuses heavily on images.

Stewart outlined the advantages of the new template and then detailed the timeline, which schedules the SALC migration for 15 February – 22 April 2016. An agile approach in the Faculty web team structure was described, with up to 80% of the work focusing on the responsive web development and 20% on business as usual.

The committee put forward questions regarding when the new images will be supplied, and what if anything can be done by the School before the start date of 15 February. Additionally, it was commented that the timeline is very tight for the Faculty web team to make all of the developments.

Stewart also reported that the LAN desk system used by IT has replaced Remedy for requesting updates to the web. Using this system, all Faculty web editors can respond to work requests and files can be attached.

**23/WC/15 SALC User Testing - Key Findings and Actions**

The Chair distributed the summary of results and recommendations from the SALC user testing and asked for feedback from the committee. He also agreed to circulate the results via email for comments. The committee agreed that the results were in line with their thoughts on the web, and that the website does not need to reproduce information for staff and students that should be found on Blackboard or MyManchester.

The idea of repeating the user testing in the next academic year at a different time in the admissions cycle was discussed, and the committee agreed that the new template should be in place before the testing takes place. It was agreed that summer 2016 would be a suitable time for the user testing.

**24/WC/15 Report on 2014-15 SALC Web Priorities**

The Chair circulated the results of the 2014/15 actions and there were no questions from the committee.

**25/WC/15 2015-16 SALC Web Priorities**

The Chair circulated the list of proposed actions for 2015/16. He also agreed to circulate the list via email and gather responses.

Stewart Aitken informed the committee that the Faculty web team would be working with the SALC marketing team to share Google analytics data more regularly throughout the year. The Chair confirmed that colleagues would be using the data more sophisticatedly to identify and address issues with the website.

It was reported that the Faculty team has access to Third Light in order to upload the best 5% of images, and they are now hoping for access to the new version of Third Light in order to upload 20% of the best images at Faculty and School level.

**26/WC/15 Report on Web Issues/Developments by Subject Areas/Divisions**

Sam Winkler reported that the course site for the new BSc in Disaster Management and Humanitarian Response is now up and running.

Polly Low stated that Classics has a new Instagram account (@clah\_mcr) and that interim PhD pages have been set up, modelled on the ones used in ICP.

**27/WC/15 Report on Web Issues/Developments by Faculty Web Officers**

Warren Gates reported that the Columba archive has been extended to 12 months and he is hoping to extend it further pending support from IT security. There is no date on this change yet.

The Chair suggested that the news template be rolled out to all subject areas. Polly Low reported that colleagues in ClAH are concerned about having enough resource to populate this page, and enough content to fill it. Phil Olsen suggested setting up the page but not making it visible until there is enough content available. The Chair also reminded the committee that the news aggregation and dissemination model might help with circulating relevant news to the correct areas.

**28/WC/15 SALC Intranet Update**

It was reported that the SALC intranet was discussed at the PSS managers’ meeting and it was agreed that the managers are keen to make the intranet more functional.

**29/WC/15 A. O. B.**

There was no further business to report but thanks were given to the Chair for his contribution throughout the year.