**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 2 March at 3pm**

**Venue: Martin Harris Centre SU15**

*Unconfirmed minutes*

Present: George Walkden (Chair), Andy Crome, Fred Schurink, Georg Christ, Stephen Todd, Julio Villa-Garcia, Roddy Hawkins, Andrew Fairhurst, Mark Woolstencroft, Sam Winkler, Anne-Marie Nugnes, Phil Olsen, Sarah Howarth.

Minutes: Hannah Garrett

**01/WC/16 Apologies**

Apologies were received from Abi Saffer, Andrew Crome, Christopher Payne, Clare O’Dowd, Francesca Smith, Kostas Arvanitis, Paul Murdoch, Polly Low, Rachel Platonov, Karen Wang and Philip Moores.

**02/WC/16 Minutes of last meeting**

The minutes were agreed as an accurate record.

**03/WC/16 Matters arising from the last meeting minutes**

Regarding **41/WC/15**, the NSS widget, there was no further update from Phil Olsen and it was agreed that it is not a high priority due to the web development project.

Regarding **44/WC/15**, the system for PGR profiles, there was no further update but Warren Gates confirmed that PhD profiles are not in the first batch of data going through the new system.

Regarding the repetition of modules across years three and four in four year courses, Sarah Howarth and Phil Olsen are addressing this issue as part of the web development project but this area is not under direct control of the SALC website.

**04/WC/16 Web Funding**

Anne-Marie Nugnes reported that the majority of the funding for 2015/16 has been allocated to subject areas which are facing recruitment challenges and the rest had been bid for by other subject areas. Anne-Marie has now met with all areas to create project plans, and is working with Sarah Howarth to look at how best to use video across the Faculty.

The remaining funds will be used to support social media in SALC subjects, especially subject areas with recruitment challenges. Social media editing will be done by postgraduate students in many areas.

Anne-Marie requested access to any Twitter feeds set up across the School so that SALC marketing can provide support for campaigns when needed.

Training for social media was discussed, and Anne-Marie confirmed that Tom Mason, Social Media Coordinator from central Communications and Marketing runs social media surgeries, and Anne-Marie can provide workshops on content and campaigns if required.

The news dissemination model was discussed, and Anne-Marie stated that the scheme required more funding in order to run successfully and was not wholly a web issue.

Georg Christ queried whether academic staff members were expected to write and promote blogs about research, and Anne-Marie confirmed that students can circulate blogs but not write them. Georg stated that time constraints make it difficult for staff to write blog posts and there is an increased demand on staff to use social media. He suggested that it should be recognised in the Work Allocation Model.

**Action Point:** the Chair agreed to discuss this issue with the Head of School.

**05/WC/16 Update on SALC image management platform – Flickr**

Mark Woolstencroft reported that LEL has been selected as a trial subject for use of Flickr and he is working with colleagues in that area. He offered to demonstrate at the next committee meeting. Georg reported that staff members are unwilling to use Flickr and instead prefer to use DropBox.

**06/WC/16 Divisional staff lists**

The Chair reported that he has been meeting with Philip Moores to discuss dynamic lists but due to the imminent update to the new web template and the move to Pure, the project is paused for the short term.

**Action Point:** the Chair asked all subject areas to update staff lists by hand as they are important for PG recruitment. Phil Olsen recommended using the Central template rather than the Faculty template.

Stephen Todd queried the staff directory as some entries are out of date. He was referred to Kim Hunter in the School Office as there may be an issue with the HR records.

**07/WC/16 Report on Web Issues/Developments by Subject Areas/Divisions**

Andy Fairhurst in the Graduate School reported that he has created a mini site of audio recordings from seminars.

Fred Schurink from EAC reported work on updating research groups and queried if subject areas can decide their own research areas and clusters. The Chair agreed that this is the case until the REF cycle starts again. He also recommended considering how they would like groups and clusters presented on the new web template and to consult colleagues within their divisions.

Fred also reported that the American Studies MA was cancelled and the information was taken down from the website but some of the details are needed for future reference. He asked if colleagues could check before doing this. Sarah Howarth agreed that there is not a standard workflow template for this process as it is not a common occurrence so she will be working with Emma Sanders, Teaching and Learning Officer, for a structure.

**Action Point:** the Chair asked Sarah to report back with a flowchart for this process, and it was agreed that in general colleagues should check with web officers before making a major change to the website.

Roddy Hawkins reported that Art History is working with Anne-Marie on their personalised web plan, Drama has set up a new Twitter account to be run by Simon Parry, Museology has a new Instagram account and Music is investigating use of Soundcloud.

Georg reported that History is using Columba again and queried whether to use blogs or the web for news. It was recommended not to abandon the blogs as they can be fed through the website and linked to on sliders.

Georg also reported encouraging colleagues to update staff profiles and asked if Pure will be able to accommodate extra data fields such as expertise, media appearances and research impact. Warren confirmed that this is not known yet, and suggested that someone from the Pure team should attend a future committee meeting to answer questions.

**Action Point:** questions from the committee should be sent to the secretary Hannah Garrett for compilation.

Julio Villa-Garcia reported that he has met with Anne-Marie to discuss personalised web plans. LEL has decided to add research areas to staff profiles in order to appeal to prospective journalists.

Sam Winkler from HCRI asked how to make the list of publications from colleagues more prominent, and was informed that eScholar can do this but not until after the new web template is implemented, so the best option is to wait for Pure to be set up.

Sam also enquired about web change requests and how they are dealt with as there are discrepancies in response times.

**Action Point:** Phil and Warren agreed to examine how the team responds to requests and discuss this with her outside of the committee.

**08/WC/16 Report on Web Issues/Developments by Faculty Web Officers**

Warren reported on the progress of the web development project and informed the committee that the Faculty site, Law, John Rylands Research Institute and Global Development Institute area are all live. The School of Social Sciences site is in progress and should be live by 29 March. Committee members are encouraged to look at the SoSS site and bring feedback to the next meeting. Warren reported that the project is running eight weeks behind schedule due to additional sites in the schedule so the SALC site is expected to be live in August.

Roddy asked how we can prepare for the migration, and it was confirmed that all subject areas can review content and remove any out of date pages. The Chair encouraged web officers to focus on making pages related to cultural engagement and partnerships easier to find on the new site. Colleagues were urged not to introduce any new pages at this time.

Warren also reported on the richer content project taking place on the corporate site. Richer content will be added to campus solutions as it appears on the central site, but it is in its early stages.

**09/WC/16 A. O. B**

There was no other business to report.