**School of Arts, Languages & Cultures**

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

**Venue: Martin Harris Centre SU15**

*Unconfirmed minutes*

Present: Kostas Arvanitis (Chair), Johannes Sjoberg, Fred Schurink, Siavush Randjbar-Daemi, Christopher Payne, Julio Villa-Garcia, Mouna Manna, Andrew Fairhurst, Francesca Smith, Mark Woolstencroft, Sam Winkler, Anne-Marie Nugnes, Phil Olsen, Sarah Howarth.

Minutes: Hannah Garrett

**39/WC/15** **Apologies**

Apologies were received from Karen Wang, Abigail Saffer, Andrew Crome, Paul Murdoch, Warren Gates, Aya Homei, Clare O’Dowd, Polly Low.

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

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

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

Regarding **33/WC/15**, Phil Olsen confirmed that he has been receiving training requests from colleagues and has been undertaking training sessions as required.

Regarding **34/WC/15**, the Chair noted that any actions to be taken in advance of moving to the new template will be communicated by Faculty.

Regarding **35/WC/15** and the query about the NSS widget, the committee discussed possible Google Analytics data on how many people click on the widget.

**Action Point**: Phil Olsen was asked to look into this.

**42/WC/15 Web Funding**

The Chair circulated details of the 2015/16 web budget for discussion. The budget highlights subject areas facing recruitment challenges and allocates them ring-fenced funding. All other subject areas can bid for funding as in previous years. The Chair reiterated that subject areas should focus on utilising existing content and only request new content, if absolutely necessary. He also recommended that subject areas team up to create content relevant to more than one area.

To bid for funding, web officers should submit a request form by Friday 18 December 2015. Officers were cautioned to bid wisely and use all funding allocated to them. The requests will be assessed by the Chair, Anne-Marie Nugnes and Mark Woolstencroft, with overall approval from the Head of External Relations.

The web budget was approved by the committee. It was agreed that meetings will take place with web officers to create personalised plans for the highlighted subject areas. All funding is to be used by the end of July 2016.

**43/WC/15 SALC image management platform**

Mark Woolstencroft presented to the committee the advantages of using Flickr for image management. It was confirmed that the account would be a private repository for images, not for public sharing and retrieval. It was agreed by the committee that a few subject areas would trial the service initially.

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

Andrew Fairhurst from the Graduate School reported that he was refreshing content and adding the new video to the Graduate School website. He queried the status of PGR student profiles.

**Action Point:** theChair agreed to follow this up.

Sam Winkler from HCRI reported that they were recruiting for the new BSc offered in the Institute and hoping to make a new video to promote struggling areas.

Francesca Smith from the University Language Centre reported that the Centre is currently migrating to the new web template and has a new finished video to upload.

Mouna Mannaa from LIS reported that she is waiting for the final edits of the videos commissioned for MATIS and Residence Abroad, but has been unhappy with some of the original edits from the film crew. It was confirmed that the film crew previously used, Born Communications, has been monopolised by Central Marketing so the School now using Shortform. Anne-Marie confirmed that she has been satisfied with their work.

Christopher Payne from LBAS reported that he had encountered issues with the central list of course modules and repetition of third year modules on four-year courses.

**Action Point:** Sarah Howarth and Phil to address this.

Fred Schurink from EAC reported that the Web rep for American Studies is now trained in T4 and is going to set up a new Twitter account for the subject. He noted that Social Media is now workloaded in EAC and History. He also reported that he has access to Third Light and can now refresh the images on his pages.

Siavush Randjbar-Daemi from History reported that he is working with Phil Olsen to create PhD profiles.

Julio Villa-Garcia from LEL reported that he has received T4 and Columba training.

Johannes Sjoberg reported that he will be stepping down as web rep for Music, Drama and AHVS in semester two and will be replaced by Kostas Arvanitis. They intend to request funding for a blog and new Twitter account to be run by Simon Parry. He is also working on simple profiles for PhD students in the division.

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

Warren Gates submitted a report to remind the committee to use the IT LAN desk when contacting the Faculty Web Officers to ensure no requests are overlooked and avoid delays.

Phil Olsen reported that the School of Law has completed its responsive web development and the site is live. SEED is next. It was queried if the web reps can view the SALC site before it goes live but it was confirmed that this is not an option. Colleagues were recommended to view the SoSS site to get an idea of layout.

Siavush raised the issue that links to events are located at the bottom of pages down by Twitter feeds and other social media links and it was agreed that events should be highlighted more.

Sam Winkler noted that the @UoMSALC Twitter feed is excellent for publicising HCRI events. She also noted that when submitting a copyrighted image for a slider, the image was given a filter without permission. The Chair said that images often need to be resized for sliders but users should make it very clear if an image is copyrighted and cannot be changed.

Sam also asked how often T4 updates are approved, and Phil confirmed that it is usually within a day.

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

There was no other business to discuss.