**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 8 February at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: George Walkden (Chair), Fred Schurink, Siavush Randjbar-Daemi, Ignacio Aguiló, Julio Villa-Garcia, Kostas Arvanitis, Andrew Fairhurst, Mark Woolstencroft, Anne-Marie Nugnes, Sean Peters, John McGuire, Warren Gates, Lee Felvus.

Minutes: Hannah Garrett

**01/WC/17 Apologies**

Apologies were received from Abi Saffer, Phil Olsen, Philip Moores, Polly Low, Rachael Jordan, and Rakhi Sinha.

**02/WC/17 Minutes of last meeting**

The minutes were confirmed as an accurate record.

**03/WC/17 Matters arising from the last meeting minutes**

Regarding 33/WC/16 the Chair apologised for not having an update on the issue of Columba events appearing in more than one location as the November Faculty web board was cancelled.

**Action Point:** the Chair will follow up this query with the Faculty web team.

Regarding 34/WC/16, Warren Gates reported that the issue with news items pulling across incorrectly from the corporate news page has been resolved.

The Chair queried the status of the outstanding web projects from 2015/16 which were managed by the Faculty. Anne-Marie Nugnes reported that to her knowledge from Faculty colleagues, some commissioned films were completed and some still in progress.

**04/WC/17 Web Director role**

The Chair reported that he will be leaving the University in March. On his departure, it is proposed that the Web Director role change considerably following input from Head of School Alessandro Schiesaro and Director for External Relations Ana Carden-Coyne. The academic side of the role will be referred to External Relations, and business matters, including chairing the SALC Web Committee and attending the Faculty Web Board, will be undertaken by Mark Woolstencroft, External Relations Manager.

Mark thanked the Chair for his hard work as Web Director.

Fred Schurink asked about the remit of the Web Committee, which the Chair agreed could be considered for debate. Fred queried that if strategic matters are dealt with by Ana Carden-Coyne, what will her input be and will she attend the committee meetings? The Chair clarified that all issues will be considered by the committee under the new Chair, and will be referred to Ana if they cannot be resolved. It was discussed if the Web Committee and External Relations committee should be merged together, and it was agreed that the resultant committee meetings would be too long and less effective, and not everyone needs to attend both. Regarding Ana’s input, the Chair confirmed that she will deal with occasional questions about external facing sites from an academic point of view and Mark will be responsible for taking these questions to her. Kostas Arvanitis reminded the committee that the role of Web Director reports to Ana and then she takes any issues to SPRC. He suggested that if a merge were to take place then perhaps the Admissions Committee would be as relevant as the External Relations Committee. However, again this was considered to be too large to be effective.

**Action Point:** all committee members were asked to think about the remit of the committee in advance of the next meeting.

**05/WC/17 Issues with PURE**

The Chair reported that two major issues with PURE were taken to the Faculty Web Board:

1. Contact details – currently the responsibility lies with individuals to populate their own contact details. The PURE team is extracting contact data from IT to add manually but there is currently no robust solution.
2. Publication order – the default order is by date which is not ideal and cannot be changed. It is under consideration for future updates.

**Action Point:** the new Chair of the committee is to continue pressing these issues with the Faculty Web Board.

Siavush Randjbar-Daemi queried the photographs on PURE – is there a policy on them? Currently, some people have photographs and some do not, and there are many different styles in use – some professional photographs and some casual ones. He described the lack of policy as confusing. Kostas recalled that some staff photographs were taken by Faculty but he is not sure what happened to the images.

**Action Point:** the Chair agreed to follow up this issue with Kim Hunter in the School Office and the central PURE team.

Andrew Fairhurst queried whether PGR students will get PURE profiles in future.

**Action Point:** the Chair agreed to follow up this issue with the PURE team as well.

**06/WC/17 Making a Difference enhanced content**

The Chair reported that the web budget for 2016/17 has been agreed and a large sum has been allocated for enhanced content on the Making a Difference pages.

Anne-Marie reported that the project is going well so far – all nine projects, which were winners of the School’s Making a Difference Awards, are currently ongoing with photography and filming scheduled for the next few months.

Anne-Marie also reported that three internships have been approved – two working on a cultural engagement publication, and one to focus on image management within SALC.

**07/WC/17 SALC Teaching and Learning Blog**

The committee was presented a report from Lee Felvus, Student Life Manager. He was tasked by the Head of School to look into undergraduate and postgraduate student communications. Currently the School is sending lots of enewsletters which are proving to be successful, but they are a large time commitment and slow to respond to new content. Lee is considering a new Wordpress blog, similar to ones used by HCRI and the Graduate School, for news, updates, events and careers. This site would be searchable and open to external visitors, not limited to current students. Lee confirmed that there is currently a Twitter account @uomsalcstudents.

The Chair suggested that there are strategic issues with increasing the number of channels of communication rather than decreasing, and it would be unwise to compete with My Manchester.

**Action Point:** Warren suggests that Philip Moores should discuss this idea with Peter Morris, Student Communications and Marketing Manager, and update at the next meeting.

Mark suggests that we get feedback from students as to their preferences.

Lee also informed the committee that there was a project to have a personalised area within My Manchester called My Schools that could be updated within Teaching and Learning, but this project was cancelled. He suggests asking the School of Life Sciences how the project was received with their students.

Kostas recommends calling the tab an online magazine rather than a blog and to coproduce it with students in order to get more student interest.

Anne-Marie highlights the importance of suitable content and tone and suggests that a university-based platform would be better than an external site.

The Chair agrees that Warren and Philip should look into the My Manchester tab and if that is not an option then there is a strong case for replacing the student newsletters.

**08/WC/17 Area Updates**

Kostas reported that there were concerns within his division about the new School website affecting undergraduate admissions, and the ICP website upgrade is now in progress. He passed on a query from Roddy Hawkins in Music regarding an update on recruiting a student to help with social media. Anne-Marie reported that there are now two new social media editors appointed from within the School and their work has been going well.

Fred Schurink reported that the Centre for New Writing now has a new website and there were no complaints or issues from his division.

Ignacio Aguiló asked how to make changes to the website.

**Action Point:** the Chair agreed to circulate the link to LANDesk to all Web Officers as a reminder.

Sean Peters from HCRI reported that the new website for the institute is working well after a few structural changes, and a blog is being used for short-term news.

Julio Villa-Garcia raised a query regarding incorrect titles and positions on the website and he was advised to liaise with HR to ensure the staff directory is up to date.

Andrew Fairhurst reported that he is adding a Why Study Here? section to the Graduate School site and asked about updates to the student intranet. Warren responded that there were currently no timescales for student intranet projects.

Siavush reported that the History web page is generally fine although he would still like to see dynamic staff lists rather than manual ones as the History page needs to be updated regularly. He queried if PGRs can be included on this page. He also suggested that the People page could be more visible on the new site as it’s currently hard to find. The Chair confirmed that the top bar of links on the new site design cannot be changed but the People link can be made more prominent underneath the banner image and web officers can request this through LANDesk. John McGuire informed the committee that he can provide updated staff lists if requested, and he can include PG students by running a report from campus solutions.

Warren reported that the Faculty is starting work with Net Natives for analysis and user feedback of the new site design.

**09/WC/17 AOB**