**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 16 November at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: George Walkden (Chair), Stuart Campbell, Fred Schurink, Georg Christ, Dee Reynolds, Julio Villa-Garcia, Kostas Arvanitis, Andrew Fairhurst, Mark Woolstencroft, Anne-Marie Nugnes, Sean Peters, Philip Moores, Phil Olsen.

Minutes: Hannah Garrett

**31/WC/16 Apologies**

Apologies were received from Francesca Smith, James Mawdesley, Polly Low, Rachael Jordan, and Christopher Payne.

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

The minutes were confirmed as an accurate record.

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

Regarding T4 or Columba training, the Chair reminded the committee that anyone needing an update or new training should contact Phil Olsen. This offer is ongoing.

Regarding the query about Columba events appearing in more than one location, the Chair will discuss this at the next Faculty web board which will take place at the end of November.

The Chair also reminded the committee to contact Anne-Marie Nugnes or Mark Woolstencroft if they need access to or training for Flickr.

Regarding the issue of Social Media and its effect on the WAM, the Chair reported that he submitted a paper to the School Policy and Resource Committee on 16 November 2016, and the SPRC declined the proposal. Divisional Heads do have the ability to award discretional WAM locally, as in History, and it is possible to pursue this in the future through Head of School Alessandro Schiesaro.

The committee agreed that web officers should continue to emphasise how important social media activity is for engagement and recruitment, and possibly consider incorporating the roles of web officer with social media. One suggestion from the committee is to have the Divisional Support Officer more involved with social media to reduce the burden on academic staff.

**34/WC/16 Web priorities 2016/17**

Philip Moores circulated the document of projects for the web team between now and the end of August 2017. All current projects were reported as up to date.

The News asset project was reported as ongoing and will be ready in the new year. There have been issues with news items being pulled across from the corporate news page. These are related to issues with Press Page, the system used by the corporate team for news, and it is hoped that these will be resolved by the end of week commencing 21 November.

Colleagues were advised that the enhanced PURE research profiles have now gone live. Any links to the old research profiles, for instance in the staff lists on the website, will now redirect to the new PURE profiles - as long as the profile is set to ‘Public’. Colleagues were advised to check their profile was public and that all details are up to date using the guide circulated to all SALC staff. If there are any problems, colleagues are encouraged to contact pure@manchester.ac.uk.

It was reported that some new colleagues in AVHS have had issues updating their research profiles using PURE. Philip Moores suggested that this is due to the PURE migration, and any colleagues who started after the migration cut-off date do not have a profile set up.

**Action Point:** Philip Moores agreed to speak to the PURE team about this issue.

**35/WC/16 Web budget 2016/17**

The Chair presented the draft web budget proposed for 2016/17 for discussion with the committee.

Kostas Arvanitis agreed that focussing funds on the Making a Difference pages could work well on many levels including recruitment and admissions, research and engagement, and they are multi-purpose.

The committee queried if colleagues would be able to bid for funds as in previous years, and it was confirmed that this would not be an option this year. The concern was raised that the funds must represent all areas and be fair and balanced in developing the SALC website.

The budget was approved by the committee.

**Action Point:** Anne-Marie Nugnes will work with the Chair to create a list of target projects to be shortlisted and circulated to the web officers who are invited to suggest additional projects for consideration.

**36/WC/16 SALC news asset**

This was discussed as part of the web priorities document at **34/WC/16.**

**37/WC/16 AOB**

Following SPRC, there was a point raised at that meeting that the “content freeze” due to the new website migration has affected recruitment which is down this year across the School. Philip Moores responded that recruitment is down across the University and not just SALC so this is unlikely.

**Action Point:** the Chair requested that any colleagues who spot issues on the website should notify the web team so that they can be dealt with accordingly.

Kostas asked if there is any data to show comparative web statistics, or if we can carry out post-launch analysis with users. Philip Moores responded that there are plans to revisit this at the end of the migration process – in April/May 2017.

Fred Schurink queried videos that have been taken down from course marketing pages in History and English Literature. The web team confirmed that they have removed videos that were out of date or that they’ve been asked to take down.

A query was raised regarding the outstanding videos that colleagues in some subject areas are waiting to receive from the 2015/16 web project. An update was received from Faculty marketing officers:

Two films are still in production; Linguistics and English Language and Screenwriting. These are estimated to be ready early in 2017.

Religions and Theology is at final stages and should be finished soon.

The Art History and Visual Studies video is finished.

Arabic and Middle Eastern Studies films are in post-production stages.
Modern Languages is also at final stages.

The roll out plan is still awaiting approval by Faculty.