**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 11 May at 3pm**

**Venue: Martin Harris Centre SU15**

*Unconfirmed minutes*

Present: George Walkden (Chair), Andy Crome, Fred Schurink, Georg Christ, Christopher Payne, Julio Villa-Garcia, Kostas Arvanitis, Andrew Fairhurst, Mark Woolstencroft, Sam Winkler, Anne-Marie Nugnes, Phil Olsen, Paul Murdoch.

Minutes: Hannah Garrett

**10/WC/16 Apologies**

Apologies were received from Mouna Mannaa, Francesca Smith, Polly Low, Rachel Platonov, Karen Wang, Sarah Howarth, Philip Moores.

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

It was corrected that in 8/WC/16 the new website will be *built* in August rather than *live*.

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

Regarding **3/WC/16**, the Chair shared a report from Sarah Howarth concerning the repetition of modules across years three and four in four-year courses, which explains that online module content is controlled by Fiona Fraser, Programmes Manager. For any queries relating to module content please contact Fiona directly.

Regarding **4/WC/16**, Anne-Marie Nugnes reported that she has received access to some Twitter accounts but not all. The Chair reported that he will discuss social media and its effect on the WAM when he meets with Jayne Hindle and the new Head of School in September.

Regarding **6/WC/16**, the Chair reminded the committee to continue updating the staff lists on subject area pages by hand.

Regarding **7/WC/16**, the Chair shared a report from Sarah Howarth concerning major content changes stating that she has discussed the issue with Jayne Hindle and Stephen Hutchings and agreed to inform academic web officers of major content changes, though this is not anticipated to be a regular occurrence.

Additionally, the Chair reported that Columba has a new cloning facility for event posts which is a great improvement.

**13/WC/16 Deadline for content freeze**

The Chair updated the committee on the responsive web design update to the SALC website and stated that there is a deadline of Friday 27 May for updating content, after which there will be a freeze. No changes will be permissible unless they are both minor and crucial.

**Action Point:** committee members were asked to communicate this date to colleagues.

Sam Winkler from highlighted that this does not apply to the HCRI site as no centres or institutes are migrating at this time.

Kostas Arvanitis asked how the content freeze will affect Welcome Week and Phil Olsen confirmed that the Welcome site is placed centrally so not affected, and any updates to the SALC site can be made before the migration starts.

**14/WC/16 Update on SALC web project 2015-16**

Anne-Marie Nugnes reported that all projects overseen by SALC marketing are underway with funds to be spent by the end of July. The funding is being used to commission new videos, images, social media accounts and content. In light of the content freeze, videos completed after 27 May will be uploaded to YouTube for dissemination until the new site is ready.

Andrew Crome and Julio Villa-Garcia queried films commissioned for their subject areas, and it was confirmed that subjects with personalised plans are being overseen by Faculty marketing. Antoinette Perry, Faculty Marketing Manager, confirmed that all projects will be completed by the end of July.

**15/WC/16 PURE update from Lisa Mcclare**

The committee received a report from Lisa Mcclare, Project Manager for the implementation of PURE. She reported that the system went live on Tuesday 26 April so it is still very new. So far, migration of data from E-scholar has taken place, and project information for applications and awards are displayed. In June the second phase to record research impact data will take place, and the third phase in August will involve direct input of research information. She clarified that only research administrators can edit project information. She suggested that colleagues can find help online if needed (<http://www.staffnet.manchester.ac.uk/pure/>).

The Chair asked if it is easy to run reports of dynamic lists by research area and Lisa confirmed that this will be possible in August.

Kostas asked if PURE can capture social media activity and Lisa confirmed that this is displayed under public engagement.

The committee discussed the University of Manchester CV requirements for PDRs and queried if PURE could help with that. Lisa suggested contacting her or the PURE helpdesk directly: [pure@manchester.ac.uk](mailto:pure@manchester.ac.uk).

**16/WC/16 Flickr demonstration from Mark Woolstencroft**

Mark demonstrated SALC’s Flickr account and explained how it can act as a private repository for any commissioned images. He noted that it is for internal use only rather than a public gallery. It is possible to have a group for each subject area. Mark explained that some guidelines are required and access will be rolled out gradually.

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

The Chair reminded the committee to let him have any feedback on the new website template as soon as possible. Additionally, he explained that Centres and Institutes will be migrated starting with the teaching-focused centres first, then the research-focused centres.

**Action Point:** it was agreed that Languages will have a single microsite.

Fred Schurink reported that EACW is updating content in preparation for the new template.

Sam Winkler queried how the HCRI site might look in the new site structure and Phil suggested looking at the JRRI or GDI sites which are already migrated.

Andrew Fairhurst from the Graduate School reported that he is working with the Media Centre to create student PhD research pitches in an elevator. Students can sign up until 16 May.

Kostas Arvanitis reported that the video featuring Cornelia Parker is now live on the History of Art site via YouTube and thanked Anne-Marie for her help in promoting it.

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

Warren reported that the team is currently working of the SEED migration and the web updates are currently up to date. Georg asked if the social media links for each subject area page can be adapted on the new site and Warren confirmed that yes, assets can be redeveloped after the migration takes place.

Phil Olsen asked the committee for feedback on the sites that have already been migrated to the new responsive template, such as SEED and Economics, while the SALC site is tidied up. He noted that sliders for clearing and Welcome Week will be scheduled in advance.

Action Point: Phil agreed to send an email to T4 users in SALC to warn people about the content freeze.

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

Sarah Howarth had submitted a report stating that a new working group has been established, led by Antoinette Perry, Faculty Marketing Manager, which will look at the implementation of rich content (e.g. image / video) on the campus solutions course marketing pages. Membership of this working group includes Admissions Managers from across each of the Faculty Schools. Both Sarah and Warren will be attending forthcoming training sessions which will look at functionality and will report back to the web committee in due course.