**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 10 October at 3pm**

**Venue: Mansfield Cooper Building, Room 2.03**

Present: Mark Woolstencroft, Camden Reeves, Fred Schurink, Rachel Jordan, Jamie Clarke, Kostas Arvanitis, Rachel Winchcombe, Andy Fairhurst, John McGuire, Louise Stewart and Louise Egan

Minutes: Amy Jones

**12/WC/18 Apologies**

Apologies were received from Stuart Campbell, Honor Gavin, Johannes Sjoberg, Tom Blackburn, Emma Wilson, Philip Moores, Warren Gates and Dipika Mummery

**13/WC/18 Introductions**

All committee members introduced themselves

No faculty team members were in attendance.

Mark will communicate any actions to the Faculty team where needed

**Action – AJ to add to agenda that Ignacio is also representative of LBAS**

**14/WC/18 Minutes of last meeting**

Minutes were approved

**15/WC/18 Matters arising from the last meeting minutes**

MW raised an action point from the previous meeting. At May’s Committee Meeting feedback was requested from the committee re. the web budget for 2018-19. No feedback was received and the budget for 2018-19 has now been confirmed.

**16/WC/18 Area Updates**

**Music (CR):** CR has fed back that Music’s site has improved

Since an improvement in the site, recruitment has also improved

MW mentioned that the Music page has the most hits in SALC.

**English (FS):** nothing to report

**University Language Centre (ULC) (RJ):** A better structure has been put in place, e.g. for scheduling updates to the site, new images and content etc.

The staff contact page is to be updated with new photos.

ULC is looking for somewhere to share LEAP videos (re. languages and employability) where they will have greater visibility. MW suggested that Faculty web colleagues could support and if this is required RJ should talk to DM about this.

**Art History and Cultural Practices (KA):** Since divisional changes, Art History’s pages have removed mentions of ‘Visual Studies’.

**Languages, IS and LBAS (IA):** Contact pages have been updated and profiles have been added for new members of staff

**Graduate School (AF):** Graduate School videos have been created, to be shared on the UoM video portal.

A PGT placement site is to be created

**Action: AF to update committee regarding new content on Graduate School pages**

**SALC Admissions (JC):** The 2+2 programme pages need to be updated

**Action: MW to follow up with Lynn Trillo regarding updates to 2+2 pages**

**History (RW):** Updates to the site are ongoing. The Staff and Research pages have been updated. ‘Impact’ pages are yet to be updated.

**Teaching and Learning (LS)**: The student intranet has been updated. More information and images of student rep’s are to be added to the student intranet and minutes from school boards will be uploaded.

**SALC Marketing (LE):**

New case studies for 2017-18 Social Responsibility-funded projects are being written and added to SALC’s Making a Difference pages.

New pages are being created on the SALC website for Creative Manchester.

The SALC marketing team are working with the Media Team to showcase new academics at SALC – e.g. to share the news widely regarding new CNW Fulbright scholar Cathleen Miller

 **General SALC web update (MW):**

MW asked whether key academic administration roles should be listed on the departmental pages. The consensus was that this could be shared via the intranet.

CR asked whether important PS staff roles should be listed on subject sites (e.g for Music – should a list of key PS staff be available?).

**Action: CR to add key PS staff. AJ to ask web representatives to provide key contacts and MW will liaise with colleagues to put them on the most appropriate pages.**

**17/WC/18 Any other business**

Google Analytics – MW advised committee members to use GA

**Action: AJ to send Google Analytics (GA) link to SALC Web Committee members.**

**MW to ask the Faculty Web team if GA can be used for the intranet.**