**School of Arts, Languages & Cultures**

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

**Venue: Samuel Alexander building A213**

Present: Anne-Marie Nugnes (Chair), Kostas Arvanitis, Andrew Fairhurst, Dipika Mummery, John McGuire, Paul Murdoch, Megan Turner, Kate Cook.

Minutes: Hannah Garrett

**07/WC/18 Apologies**

Apologies were received from Emma Wilson, Honor Gavin, Ignacio Aguilo, Jamie Popplewell, Lauren Fonteyn, Louise Stewart, Roddy Hawkins, Philip Moores, Warren Gates, Stuart Campbell, Rakhi Sinha and Emily Rohrbach.

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

The minutes of the last meeting were agreed as a true record.

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

Regarding **3/WC/18**, the committee was thanked for providing information on social media contacts in each area. This item was rolled on for the next academic year.

Regarding **4/WC/18**, the secretary was asked to confirm with Philip Moores if the PURE guidelines were available for circulation to the committee.

Regarding **37/WC/17**, the secretary was asked to chase up the Google analytics reports for Centres and Institutes and circulate to the relevant web officers.

**10/WC/18 Area Updates**

The update from Mark Woolstencroft, SALC Web Manager, was reported by the Chair. The committee was informed that Ana Carden-Coyne’s tenure as External Relations Director is coming to an end and the role has been advertised to staff in the School. Web officers were requested to encourage colleagues in their areas to apply if interested.

There was no report from the Faculty web board to share as no committee meeting had taken place.

The web budget for 2018-19 has not yet been confirmed; however, the Chair asked for feedback from the committee on how to spend the budget.

**Action Point**: anyone with feedback or suggestions was asked to contact either Mark Woolstencroft or Hannah Garrett.

The Chair reported on the ongoing rich content project for 2017-18 which is focused on commissioning photography and film based around the winners of the Cultural Engagement and Social Responsibility awards.

The Chair also reported that issue two of the SALC magazine is underway and it will be published digitally by July and then printed in September ready for use in Open Days.

Dipika Mummery reported that the Faculty web team is adding information for Open Days to the web, and updating the Careers and Employability pages at School and subject area level. Additionally, she is adding the new ranking information to relevant subject area sites.

John McGuire reminded the committee that staff lists are available if needed in order to update staff contacts on web pages.

Andrew Fairhurst from the Graduate School reported that he is creating new short video clips of supervisors and PhD students discussing their research and why they like working together.

Kostas Arvanitis reported that he has commissioned a Google search campaign and two Facebook boosted posts to advertise ICP MA courses.

**11/WC/18 Any other business**

 There was no further business to discuss.