**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 7 February at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: Mark Woolstencroft (Chair), Emily Rohrbach, Rachel Winchcombe, Ignacio Aguilo (arrived 15:15), Lauren Fonteyne, Kostas Arvanitis, Andrew Fairhurst, Louise Stewart, Anne-Marie Nugnes, Philip Moores, Dipika Mummery.

Minutes: Hannah Garrett

**01/WC/18 Apologies**

Apologies were received from Andrew Boakye, Honor Gavin, Jamie Popplewell, John McGuire, Kate Cook, Stuart Campbell and Jenny Gradwell.

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

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

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

Regarding **28/WC/17**, Anne-Marie Nugnes reiterated the importance of knowing who is the social media editor for each subject area and division. The deadline for submitting this information was extended.

**Action Point:** any web officers who have yet to do so were asked to email Hannah Garrett with information as to who monitors the social media accounts for their area by the next meeting on Wednesday 7 March.

Regarding **37/WC/17**, it was confirmed that Google analytics reports for each subject area had been circulated to web officers and reports for centres and institutes would be next.

Regarding **38/WC/17**, Philip Moores agreed to chase up the issue with PURE regarding validation of publications.

**04/WC/18 PURE profiles (PM)**

Philip Moores demonstrated how to make PURE profiles public. He advised that help is also available on Staffnet at <http://www.staffnet.manchester.ac.uk/pure/researchers/help-support/> or colleagues can email pure@manchester.ac.uk.

Ignacio Aguilo asked about the order of publications on Pure profiles and Philip confirmed that it is possible to highlight the most downloaded publication but otherwise they are all portrayed chronologically.

Emily Rohrbach asked about strategy and best practise when using Pure.

**Action Point:** Philip agreed to circulate guidelines to help.

Kostas Arvanitis asked how to add more information about ICP projects to their website and Philip recommended liaising with Warren Gates.

**05/WC/18 Area Updates**

Dipika Mummery reported that as the Web Content Editor for SALC she is working to improve the Careers and Employability pages across the Faculty, starting with SALC, and working with the Careers team and web officers to create alumni profiles and other content.

Philip Moores reported that he and his team are working on the SALC and Humanities staff intranet pages, creating new T4 training videos, making improvements to MyManchester for students, creating a PGT funding database, overseeing the HTTPS migration, overhauling course profiles, creating a Manchester/China project website, and working on recruitment and conversion webchats.

Louise Stewart expressed appreciation to Claire Morris and the web team for their help making improvements to MyManchester. She also told the committee that she was refreshing the Welcome Week site ready for 2018 arrivals.

Kostas reported that colleagues in AHVS were very happy with the Google analytics report, and colleagues in Drama were making changes to update their website. In addition, he was working on a new site for the MA in Heritage Studies and choosing a selection of research projects to go online.

Andrew Fairhurst expressed positive reviews of the new student intranet, and reminded the committee that PGR students can create Pure profiles.

**Action Point:** all web officers were asked to encourage their PhD students to create a Pure profile.

Anne-Marie reported that the 2017-18 project to create rich content is underway and she is working with the web team to create a structured content plan for the SALC homepage and banner image. She also expressed gratitude to the Faculty web team for creating the website for Manchester City of Literature.

Emily Rohrbach reported that colleagues in English are creating a student journal and she is liaising with Dipika to get the journal online.

**06/WC/18 Any other business**

 There was no further business to report.