**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 21 November at 3pm**

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

Present: Mark Woolstencroft, Camden Reeves, Gareth Frier, Andy Fairhurst, Johannes Sjoberg, Fred Schurink, Rachael Jordan, Philip Moores, Maciej Baranowski, John McGuire, Louise Stewart, Ignacio Aguilo, Louise Egan, Dipika Mummery

Minutes: Amy Jones

**18/WC/18 Apologies**

Apologies were received from Stuart Campbell, Kostas Arvanitis and Rachel Winchcombe (Honor Gavin late)

**19/WC/18 Introductions**

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

 **16/WC/20**

 CR outlines the rationale for NOT including academic administrative contacts on the web.

Argues that academic leads change so frequently that web contacts would need to be frequently updated in order to remain accurate. It would be better to include generic PS team

**Action -MW to discuss the inclusion of academic contacts on the staff intranet with the HoS**

**17/WC/18**

Data studio report for the intranet pending

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

**22/WC/18 Area Updates**

**Grad School (AF):**

AF to look at data from site

Grad School videos went on Facebook and had a high amount of traffic

The profile of users engaging with the content – 25-30, UK and international

PGR and wellbeing content, in line with Grad School Wellbeing initiative, is now all in one place on the Grad School intranet

 **Languages and LBAS (IA):**

IA raises an issue re. staff profiles. Newer staff and tutors don’t have a more detailed profile page

PM to investigate options for newer staff

**SALC Marketing (LE):**

Creative Manchester UoM site is currently being worked on

Creative Manchester is collaborating with the Manchester China Institute. A video competition has been launched for all UoM students currently being promoted via SALC and MCI’s social media

**Faculty Web (DM):**

DM has overhauled [People page](https://www.alc.manchester.ac.uk/religions-and-theology/about/people/) for Religions & Theology to add photos and details of specialisms/interests of each member of staff, which is particularly helpful for prospective PGR applicants looking for a supervisor. Music and Drama are already in this format, and it would be good to get other subject areas moved over too if they would like. Just need photos and specialisms from each area.

FS raises the issue that research interests change and it can be difficult to encourage colleagues to update their research interests if this information is in more than one place.

All areas except Art History have a new [careers and employability](https://www.alc.manchester.ac.uk/study/careers-and-employability/) page live. We are still collecting graduate profiles ([see example](https://www.alc.manchester.ac.uk/religions-and-theology/study/careers-and-employability/craig-wright/)) to showcase the variety of career destinations available to our graduates, and we can repurpose this content in multiple channels.

DM asks for suitable graduates that the web team can contact for your area.

Added a [new page](https://www.alc.manchester.ac.uk/study/undergraduate/flexible-honours/minor-subjects/) to the Flexible Honours section explaining each Minor subject.

Working with Sarah Howarth on information for course profiles/SALC site about the new placement year option.

Working with Sarah on a new subject site for Film Studies.

In the process of setting up new blogs in WordPress for Residence Abroad (student blog) and English Lit (student journal).

New web presences launched for [Manchester Centre for Archaeology and Egyptology](https://www.mcae.manchester.ac.uk/) and [Centre for Economic Cultures](https://www.alc.manchester.ac.uk/history/research/centres/centre-for-economic-cultures/).

**Teaching and Learning:**

Using student intranet to promote particular course options

**ULC (RJ):**

The ULC is creating a new page ‘Why study a language’

They are increasing the number of social media campaigns and creating hashtags relating to pre-sessional courses in the summer

A promotional video is to be hosted on ULC’s website

New profiles for EAP are being created

**English Literature (FS):**

Updating Twitter

Sharing Creative Manchester content relating to English Literature on the web and social media

**Drama (JS):**

New portraits being taken for Drama staff for profiles

Screen studies section – name changes ‘screen’ vs ‘film’ studies.

JS to discuss updates to Film Studies pages with Faculty Web team

Jenny Hughes has proposed a new film to outline Film Studies

No central pot for portraits – funded by subject areas

**Action - MW to check re. photos, record of previous photos taken for web**

**Admissions (GF):**

Lynn Trillo is collecting info from her team on how Facebook is used for communication with students

**Linguistics (MB):**

Re. profile updates –it is the responsibility of individual staff to check ‘Pure’

FS – research staff or fixed-term lecturers can request a Pure profile (profile isn’t automatically set up for those staff)

**Music (CR):**

Making site better and improving content relating to all Music ensembles. Prospective UG applicants want to know about ensembles. CR is working with the Faculty Web team on this.

Music’s research pages need re-writing. REF assessors look at web and info about research, projects, themes and impact needs to be included. CR is liaising with the Research Officer to look into this. To be done by 2020?

Archive of Quatuor Danel recordings, for streaming – high fidelity recorded and professionally filmed. CR has liaised with production team from Psappha. Films could be accessed via YouTube

MW raises issue of copyright – re. featuring film and recordings on our site. For compositions that are out of copyright or for staff compositions – no problem

JS has asked to be updated re. copyright and given further guidance

**Faculty Web update (PM):**

REF – Linda Macintosh – impact case studies, how these are published. Academic profiles, whether they are listing the right projects etc. Looking at how things are grouped on the web. Research projects should be in Pure, but sometimes aren’t mentioned in the right places

All projects need a relevant entry in Pure

PM to update at the next Committee meeting

Google search appliance to stop working Jan 2019. IT Services have procured an alternative for UoM webpages. They have a Manager responsibile for rolling it out across Faculties.

Gerald Hanaghan – user journeys – student recruitment and UG traffic. Where do prospective UG students go on our pages? Using SessionCam – results should be available in the next month/2 months.

PM to update when results come in

DM and team are updating course profiles for UG 2020 entry. When it goes live in March, all profiles to be updated – over 200 profiles

News stories are to be moved to PressPage, the software used to manage press releases.

In the past T4 has been used for some ‘news’ content – now it will all be moved to PressPage

Will be easier to share with the central Comm.s and Marketing team, meaning it will be more prominent on our site

HCRI have been working with MSF and the Liverpool (?) to develop new website. To be launched in the new year

IT - Wordpress capability e.g for research project. Suite of templates now available for project sites. Information will be available on Comm.s and Marketing section of intranet

Blogs.manchester.ac.uk/..... for any blog that’s created using those templates

**SALC (MW)**

Next meeting – session to look through Google Analytics. Session led by Gerald? Could pick a subject area/site as an example.

**22/WC/18 Departmental staff names – updating**

MW sent E-mail to all heads of department and academic web officers – academic departments, staff names

**23/WC/18 Any other business**

CR suggests we remove titles (Prof., Dr etc) from the list of Web Committee members in the agenda and arrange names alphabetically