**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 17 May at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: Mark Woolstencroft (Chair), Stuart Campbell, Fred Schurink, Ignacio Aguiló, Kostas Arvanitis, Andrew Fairhurst, Adil Mohammed, Rachael Jordan, Abi Saffer, Anne-Marie Nugnes, John McGuire, Philip Moores, Warren Gates, Lee Felvus, Dan Garner, Chris Godden.

Minutes: Hannah Garrett

**17/WC/17 Apologies**

Apologies were received from Siavush Randjbar-Daemi, Julio Villa-Garcia, Phil Olsen, Polly Low, Rakhi Sinha and Dee Reynolds.

**18/WC/17 Minutes of last meeting**

The minutes of the last meeting were agreed as an accurate record.

**19/WC/17 Matters arising from the last meeting minutes**

Regarding **14/WC/17**, Andrew Fairhurst confirmed that edits to subject area pages related to graduate students are in progress and should be complete in a few weeks.

The Chair referred to **15/WC/17** and reported that discussions about the role of Web Officer are still ongoing.

**20/WC/17 SALC Employability page**

Chris Godden and Lee Felvus reported that they were working together to look into the School page regarding employability and are aware that more could be done to enhance the website. Input from the committee was sought.

The Chair agreed that more specific content on the page would be useful, but cautioned that more students tend to visit their subject area page on employability before the School page. It was agreed that subject-specific information should remain with the subject area but the central page should be redeveloped. Approval was given to go ahead with the updates. Small changes can be logged with the web team via LANDesk and larger changes could be included in the 2017/18 web priorities.

**21/WC/17 Web priorities 2016/17**

Anne-Marie Nugnes reported on the progress of the web priorities for 2016/17, including producing rich content for the Making a Difference pages focusing on the winners of the Cultural Engagement and Social Responsibility awards as well as other notable projects that have arisen this year. The content will be used for the School website and for a printed publication scheduled for July.

She also reported that casual Social Media Editors have proved to be very successful. There are also student interns working in the School to assist with the publication and to archive images. Anne-Marie recommended that the web budget for 2017/18 continue to support rich content.

The Chair confirmed that no budget as yet been announced for the web, but more social media support has been requested.

Kostas Arvanitis queried if the rich content would be made available to subject areas and Anne-Marie agreed that it would.

Stuart Campbell suggested that an audit of material take place to assess any under-represented areas for the future, to which Anne-Marie agreed.

Philip Moores reported that the Faculty web team is putting together a content plan for each School and will be collaborating with each School over the next six months.

Kostas suggested that the committee have criteria of what areas rich content should cover, and what more input from colleagues in each subject area would be useful.

**Action Point:** the Chair agreed that he and Anne-Marie would put together criteria and seek suggestions from subject areas for future projects.

**22/WC/17 Area Updates**

Philip Moores reported that the AMBS site is now live and using the new version of T4. There is a project to consider upgrading T4 in other areas of the Faculty.

The web governance document has been signed off and agreed.

Philip also reported that Phil Olsen will be allocated to work with Law, and the School’s new Web Content Editor will be Kirsty Hawksworth.

He discussed the remaining web projects for 2016/17, and announced a project working with NetNatives to review Google Analytic statistics.

All School intranets are to be migrated to the central staff intranet.

The implementation of the news asset is still ongoing.

The Novars website has been migrated, and new images commissioned.

Any Faculty priorities for 2017/18 are to be submitted by mid-June.

Stuart Campbell reported that his division is looking at revising content on their sites but are considering more imaginative approaches, and separating content related to Classics or Ancient History.

Rachael Jordan reported that the University Language Centre is developing student profiles for its website.

Kostas queried the news asset available in T4, and Philip confirmed that a more complex asset which can embed videos and share social media content is still in progress.

**Action Point:** Warren was asked to set up the basic news asset for Drama, Music and Art History and Visual Studies.

Kostas also reported that some subject area sites were relaunched after the migration without web officer sign off. Philip confirmed that in the early stages of the project this was the case because the content was the same, but in later stages of the migration this was changed to allow time for review periods and sign off by subject area web officers.

Fred Schurink reported that staff contact details have been manually added to PURE and in future colleagues are asked to update them personally.

**Action Point:** Philip was requested to raise this with the Digital Leadership Team with the purpose of IT doing this automatically in future to avoid the need for manual updates by colleagues.

**23/WC/17 Any other business**

The Chair confirmed that he will contact the committee in the near future to discuss the 2017/18 budget anda possible future committee meeting.