**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 11 October at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: Mark Woolstencroft (Chair), Siavush Randjbar-Daemi, Luke Uglow, Johannes Sjoberg, Andrew Fairhurst, Jenny Gradwell, Paul Murdoch, Phil Olsen, Anne-Marie Nugnes.

Minutes: Hannah Garrett

**24/WC/17 Apologies**

Apologies were received from Christopher Payne, Emma Wilson, Jamie Popplewell, Philip Moores, Rakhi Sinha, Sarah May, Abi Saffer and John McGuire.

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

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

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

Regarding **20/WC/17**, Phil Olsen reported that no update on changes to the employability page was available yet.

Regarding **21/WC/17**, Anne-Marie Nugnes tabled the criteria for the 2017/18 web budget. She detailed the proposal to commission rich content for projects winning the School’s ‘Cultural Engagement and Social Responsibility’ Awards, as was done in 2016/17, with the remaining funding open for bids from subject areas. The tabled document lists what the funds can be used for and the key themes that bids should be linked to.

Johannes Sjoberg queried if a film to aid recruitment for Film Studies would be considered appropriate, and Anne-Marie reminded the committee that projects related to recruitment and admissions are arranged by Faculty Marketing and therefore not suitable for the School’s web budget funding.

**Action Point:** all web officers were encouraged to disseminate this information to their colleagues and submit all requests for funding by Wednesday 15 November.

**27/WC/17 Web Officer role**

The Chair discussed the role of the web officer as outlined in the circulated SALC Web Governance document, and Phil Olsen described his role as Faculty Web Content Officer and how he can help web officers.

**28/WC/17 Subject Area social media officers for 2017/18 (AMN)**

Anne-Marie reported that part of the web budget for 2017/18 will be allocated to fund social media editors (SME) for the School which was agreed by those in attendance – working on specifically SALC channels as last year was successful. She also asked all web officers to communicate who is the key contact for social media channels in each area.

**Action Point:** all web officers to email Hannah Garrett with named contacts for local social media channels by Wednesday 15 November.

**29/WC/17 Columba guidelines (AMN)**

Anne-Marie explained that part of the web officer role includes adding local events to Columba, the University’s events calendar. She reminded web officers to take care when selecting publishing targets for new events to ensure the event is only listed in appropriate destinations, and to check before sharing across other areas. She also asked for feedback on the Columba system.

Luke Uglow reported that the system is good to use but it can be frustrating that only two destinations can be selected when publishing an event. Phil responded that this has been discussed previously and reported as an issue, but has been structurally too complicated to change. Anne-Marie agreed to pass on this feedback again.

**30/WC/17 Update on SALC Flickr (AMN)**

Anne-Marie reported that part of the 2016/17 web budget was spent on an image management intern who uploaded and categorised huge amounts of existing SALC images on to the School’s Flickr account. This account is structured by subject area and searchable. Anne-Marie confirmed that web officers can submit images held in their areas as well.

The Chair agreed that the account was a valuable resource and the committee confirmed that it is happy to continue using Flickr for image storage.

**31/WC/17 Area Updates**

The Chair asked for feedback on the 2017 Welcome Week site.

**Action Point:** the committee was asked to email the Chair with any feedback.

Phil Olsen reported that there is some tweaking to be done on the search facility of the Welcome Week site.

The Chair also informed the committee that the role of SALC web content editor is currently vacant and Phil is covering two Schools while the vacancy is empty.

Andrew Fairhurst at the Graduate School described his current work on new microsites for subject areas and removing the profiles of postgraduate students who have completed their course. He also reported that new PGR students will be going on to the PURE system by Christmas.

Jenny Gradwell reported that a new social media editor has started in HCRI and they are planning to create a social media strategy to make better use of their channels.

Anne-Marie informed the committee that each School in the Faculty has created a campaign around Our Story. The outputs are a School magazine, a video, and content shared on social media channels. In addition, the Faculty is bringing together relevant stories from across Humanities with a different theme each month. October is focusing on Migration.

**32/WC/17 Any other business**

Luke Uglow asked the committee for advice on how best to publish a monthly newsletter rather than creating a PDF. Phil suggested using the News page on the subject area site, and Anne-Marie suggested that if the newsletter is used for recruitment then he could contact Rakhi Sinha to consider using Communigator.

Siavush Randjbar-Daemi asked about the usefulness of videos with colleagues who have now left or featuring course content that is out of date. He asked if it’s better to keep an old video or to have no video at all. He was advised to contact the recruitment and admissions team in the Faculty to discuss the video further.

**Action Point:** all web officers were asked to be vigilant and check their subject area sites for out of date content and flag up any issues.