**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 15 November at 3pm**

**Venue: Samuel Alexander building A4**

*Unconfirmed minutes*

Present: Mark Woolstencroft (Chair), Siavush Randjbar-Daemi, Luke Uglow, Andrew Fairhurst, Jenny Gradwell, Anne-Marie Nugnes, Kate Cook, Lauren Fonteyn, Jamie Popplewell, John McGuire, Emma Wilson, Louise Stewart.

Minutes: Hannah Garrett

**33/WC/17 Apologies**

Apologies were received from Johannes Sjoberg, Paul Murdoch, Andrew Boakye, Christopher Payne, Emily Rohrbach, Rakhi Sinha, and Warren Gates.

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

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

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

Regarding **32/WC/17**, the committee received a report from Rakhi Sinha stating that she is following up the query regarding the Middle Eastern Studies video directly with Siavush.

Regarding **26/WC/17**, Anne-Marie Nugnes reported that three applications to the web fund were received by the deadline of Wednesday 15 November.

Regarding **28/WC/17**, the deadline for committee members to communicate their local social media officers was extended.

**Action Point**: all web officers were asked to send this information to Hannah Garrett if they have not already done so.

Regarding **31/WC/17**, the Chair reported that no feedback was received on the 2017 Welcome Week site and his suggestion to Faculty is to talk to students regarding their feedback.

Regarding **29/WC/17**, Anne-Marie reported that she received some constructive feedback on Columba and discussed it with Milena Cimmarrusti-Davila from Communications and Marketing. She responded that she is unable to change the way images are added to events or issues with formatting, but that more publishing targets have been added to the Columba system to enable users to promote events in more than one place.

**36/WC/17 SALC Web Officers**

It was reported that an updated list of web officers is now on the SALC intranet under Web Resources.

**37/WC/17 Google Analytics reports for subject areas, centres and institutes (MW/WG)**

The Chair tabled an example of a Google analytics report for the committee, which agreed that it would be useful to see this information for each subject area.

**Action Point**: Warren Gates was asked to create a report for each subject area. He will send out a link for individual areas as they become available.

**38/WC/17 Area Updates**

Jenny Gradwell from HCRI reported that her area is looking forward to the updated SALC intranet, and working on setting up a new site for a collaborative course.

**Action Point**: the Chair suggested that Jenny meet with him and Philip Moores to discuss this site further.

Jamie Popplewell from the University Language Centre also reported interest in student intranet developments as he is hoping to feature LEAP courses for students on MyManchester. He also stated that he is keen to update the images on the ULC site now that the centre is no longer based in Oddfellows.

**Action Point**: he was advised to liaise with Anne-Marie regarding suitable images.

Lauren Fonteyn from LEL reported that her area’s site needs some updating, especially the staff and PGR pages.

**Action Point**: she was advised to talk to Phil Olsen about how best to make the required updates.

Kate Cook from Classics reported that she has been updating her site with new content, updated staff spotlights and short videos for schools.

Siavush Randjbar-Daemi reported that he is trying to update content on the History landing page. He also said that staff lists are still problematic as they are not automatically updated. The Chair confirmed that this is an inconvenience as not all the data required is available from the HR database so a script-based programme is not suitable.

Luke Uglow reported that he has been making changes to his area via T4, but would like to edit the social media panel on the Art History page to highlight Instagram over Facebook.

**Action Point**: Warren Gates was asked to discuss this with Luke.

John McGuire informed the committee that the updated staff list from HR was available through him and he can circulate this to colleagues if required for their staff pages.

**Action Point**: John agreed to circulate this list monthly.

Andrew Fairhurst reported that PGR profiles are being updated and completed students moved to a different area.

**Action Point**: Luke requested a similar page for completed Art History PGR students – he agreed to liaise with Andrew.

Emma Wilson from Teaching and Learning reported that she is prioritising the student intranet this year, and has a lot of staff changes to update on the site.

Louise Stewart, also from Teaching and Learning, reported that the PGR handbook template is very successful and she would like to create something similar for the UG student intranet.

Anne-Marie reported that the winners of the cultural engagement awards have been approved by the External Relations committee and there have been nine staff winners, plus some funding for successful student projects. All of these winners will have funding from the web budget to create rich content about their project.

The Chair reported on behalf of Philip Moores that the Faculty is appointing a new Web Content Editor. Additionally, colleagues in Faculty wish to ensure staff profiles are visible in PURE.

**Action Point**: the Chair agreed to liaise with Philip regarding the process for making PURE profiles public, and web officers were asked to inform colleagues of this change.

Kate mentioned an issue with PURE regarding validation of publications.

**Action Point**: the Chair agreed to find out more about this issue and feed back to Kate.

**39/WC/17 Any other business**

Jamie queried the staff intranet, and the Chair confirmed that the migration to a mobile responsive page will similar to staffnet. SEED example: http://www.staffnet.manchester.ac.uk/seed/.