**School of Arts, Languages & Cultures**

**Web Committee Meeting on Wednesday 5 October at 3pm**

**Venue: Martin Harris Centre SU14**

*Unconfirmed minutes*

Minutes: Anne-Marie Nugnes

**20/WC/16 Apologies**

Apologies were received from Dee Reynolds, Stuart Campbell and Polly Low.

**21/WC/16 Minutes of last meeting**

The minutes were approved subject to one correction: insertion of “from” in 13/WC/16 after “Sam Winkler”.

**22/WC/16 Matters arising from the last meeting minutes**

Regarding the staff lists feeding through from PURE, Phil Olsen reported that the Faculty Web Team is waiting for the new directory of academic profiles which will launch in November 2016. Until then, there is a manually-updated listing being monitored by Phil.

It was reported that once the advanced portal (PURE) goes live then staff profiles will switch over as agreed by the PURE team. This will only be possible if the academic has switched their profile to visible. Many communications have been sent to colleagues recently to encourage academics to ensure their profile is set to visible.

**Action Point:** committee members are asked to remind colleagues in their subject areas to check their staff profiles are visible.

There was a query from HCRI if the new staff profiles will include images, and Phil confirmed that after the HCRI site is migrated and PURE is live then dynamic staff profiles will be pulled through.

There was a query if ‘People’ could be displayed on the first page and it was confirmed that labels cannot be changed.

The Chair reported limited progress with the issue of including Social Media on the Workload Allocation Model, but intends to discuss it with the new Head of School.

**23/WC/16 Welcome to new (and returning) Web Officers**

The Chair welcomed all web officers, especially those new to the Web Committee.

**24/WC/16 Overview of the role of the Web Committee**

The Chair gave an overview of the SALC Web Governance document which outlines the remit, role and responsibilities of the Committee and Officers.

The Chair then announced that he will be leaving the university in March 2017. There will be a vacancy for academic web director and colleagues are encouraged to speak to him or Kostas Arvanitis informally if they have any further questions.

The Chair offered all Web Officers training in T4 and Columba, either in a group or one-to-one.

**Action Point:** a Doodle poll will be circulated so committee members can choose convenient times.

**Action Point:** after completing training, some content on subject area pages may need updating and committee members were asked to look over their areas.

**Action Point:** the Chair agreed to circulate information about Columba, including log-ins, URL and user guidelines for access.

It was noted that images don’t appear on the SALC events page and this is due to the mobile responsive migration.

There was a query regarding Columba regarding how to set up events so they appear in more than one site using the primary/secondary series setting, and the Chair agreed to take this to the Faculty Web Board and speak to Milena Cimmarrusti-Davila.

Philip Moores gave an overview of the Faculty Web Team outlining the work done to support and maintain web pages across the Schools within the Faculty of Humanities, including the staff and student intranet and research awards that require a web presence. There is a team of 10 web officers and content editors, including SALC’s dedicated web content editor Phil Olsen, which supports the following areas:

* Responsive Web Development phase two (SALC research centres)
* Project work agreed as Faculty and School priorities
* Business as usual, i.e. requests from LANDesk

An overview was given of how Columba and PURE and Campus Solutions integrate with the SALC website. A query was raised of how to update course pages in Campus Solutions with rich content, and it was confirmed that LANDesk tickets can be submitted for some items, and to contact Lynn Trillo with undergraduate updates or Andy Riggs and Rachel Corbishly for postgraduate updates.

A query was raised as to why the University Language Centre was no longer visible as a quick link on the SALC homepage as it used to prior to the migration, and it was confirmed that the web team is looking at ways to make the Centre more prominent.

**25/WC/16 Responsive web project update**

It was reported that SALC is the final School in the Faculty to be migrated to the new responsive web template. For three months, 80% of the web team has been focused on the project to migrate the School and departmental sites. Now visitors can look at course profiles more easily and the course content is more closely linked to the information available in brochures. Video playlists have been integrated, as well as social media. Modern languages have their own new section grouped together. The University Language Centre has its own updated site as well. In the next six months, remaining Centres and Institutes will also be migrated.

The Chair thanked and congratulated the web team for their work.

**26/WC/16 Web priorities 2016/17**

In terms of continuing the responsive web project, it was reported that the initial focus would be on Centres and Institutes that teach. Philip Moores tabled a planning document detailing the timetable for further migration. These priorities were agreed by the Chair and the committee.

It was reported that Philip is also working with Communication and Marketing colleagues to create a news asset that works betters for School and subject area news.

It was also reported that some of the web budget would be used to enhance rich content on campus solutions, working with the rich content project team led by Kirsty Hawksworth. This will cascade down to Schools after it has been discussed at the Faculty web board.

**27/WC/16 Web fund 2015/16 update**

Anne-Marie Nugnes gave an update on the SALC web fund for 2015/16 and detailed how the money had been spent.

Rakhi Sinha gave an update on the films managed by Faculty and the web projects being progressed.

**28/WC/16 Web budget 2016/17**

The Chair confirmed that the web budget for 2016/17 has been confirmed at £28,000, an increase on the previous year. A formal breakdown of the web budget will be presented at the next committee meeting, but it is proposed that the budget include the cost for two Social Media Editors and subscriptions to specific online services.

**Action Point:** committee members were encouraged to check their own areas and see if they feel they need additional imagery or films, especially in research areas.

Kostas Arvanitis asked if there would be scope to fund a student to capture additional photography for subject areas and Humans of Humanities. Kostas explained that with the increase in postgraduate taught fees to £9,000, AHVS is arranging more placements than ever before because they are important for careers and employability, so a project involving documentation and photography or film could be beneficial.

**29/WC/16 Flickr update**

It was reported that the School is ready to roll out logins for Flickr, and users can upload their own local photographs to share with SALC colleagues.

Mark Woolstencroft will run one-to-one workshops at a mutually convenient time for anyone wanting guidance on how to use the site.

**Action Point:** the committee was encouraged to contact Anne-Marie for access details and Mark Woolstencroft for training sessions.

**30/WC/16 AOB**

Kostas queried if Music got in touch about the Music subject area page regarding making the performance element much more prominent.

Johannes reported that there was feedback from colleagues regarding negotiating the language on the Drama subject area site on the new template. Some Drama academics take exception to the phrase “cultural revolution” and repeated use of “so much more”. They were advised to submit LANDesk requests to make minor changes.