

Minutes
UNM Web Advisory Committee
April 23, 2010

Attending: Mike Kelly (chair), Joan Green, Byron Piatt, Greg Gomez, Ray Sykes, Kim Halper, Matt Carter, Erin Loader, Cinnamon Blair, Jill Zack, Dorene DiNaro, Brian Bunnnett, Ryan Lindquist, Mary Conrad, Patricia Campbell, Kevin Wiley

1. Intro and Review of the Charge

Mike Kelly reviewed the charge to the committee. See attached document.

Key discussion points:

The UNM website presents a comprehensive image of the University

Users should visually understand they are on a UNM web page

IT is providing the tool, the Web Advisory committee is responsible for presentation of the content.

One of our jobs is to make sure the tool works for the content owners.

Communication of the benefits to all departments and to the end users - future and current students is key

Short term goals of the committee:

Policy recommendations and decisions

Issues relating to web standards

Communication with UNM Community

Long term goals:

Permanent Committee that continues to be responsible for UNM web presence

2. Update on Web Content Management System

Matt Carter presented a Powerpoint on the goals for the web content management system (posted on the committee website at: <http://webmaster.unm.edu/web-advisory>)

Pilots are started in University College and Advisement Center

Shadow pilots at HSC and IT

Implementation is a little behind schedule

Roll out planned for departments by summer

Unified training to be planned for the whole campus

Widely available, easy to access, hands-on workshops, focusing on the benefits

Training responsibility will be shared by IT, Marketing and HSC

Action: Kevin and Matt to report on the progress of the pilots at the next meeting.

3. Discussion of current web management policies

Currently the only web policy on campus is in Health Sciences
Although many departments have adopted the UNM template there are still quite a few non-standard sites.

Basic web standards are not being met (links to UNM home, how to apply etc)

Accessibility standards are not being met

Issues arise when sites are designed by students or others who then leave UNM

Many departments have few resources for managing their own department sites

Action: Kevin Wiley to send the HSC Web Policy to the Committee

4. Committee Communications

List-Serv to be set up

Committee to meet monthly toward the end of each month on Friday at 10 am

Committee list, minutes other documents to be posted at <http://webmaster.unm.edu/web-advisory>

Action: Patricia to send Groupwise appointments for the next year of meetings and set up listserv

5. Sub-Committee Assignments

Communication Planning: Cinnamon Blair (chair) Kim Halpern, Mary Conrad

Web Policies from other universities: Brian Bunnett and Kevin Wiley

University Web Advisory Committee

Charge:

The University Web Advisory Committee is charged with developing a new vision for the UNM Web presence that:

- Provides a positive, understandable and a comprehensive institutional image
- Provides for content that can be easily generated
- Provides for easy access to information
- Uses international standards for accessibility

The committee will advise the university community on matters relating to:

- Content and design
- Functionality including site structure, navigation, indexing, searching and archiving of content

The committee will work to improve communication and cooperation among the various UNM entities with web related responsibilities.

The committee's charge includes both main campus, north campus and branch campuses.