UNM Web Advisory Committee Minutes
November 19, 2010

1. Minutes of September 17th, 2010

Minutes approved. No changes

2. Announcements

Rebecca Lubas will attend the December meeting to report on UNM google appliance staus.

3. Subcommittee reports

A. Web Policy

The committee met with Carol Stephenson from the UNM policy office. Her recommendation was to revise the policy so that it is kept at a very high level. Detail and procedures should be set out in documents that do not require Regents approval. This will allow for the right amount of flexibility in keeping procedures and guidelines current. She suggested adding an introduction to explain why there is a policy. Policy sections are: applicability, governance issues, compliance, exception process and confidentiality and security. Supporting docs are being written. Information on how units can comply should be included. The sub committee will meet with Carol again soon.

B. Exceptions committee

No draft yet in writing. Key points that will be covered are:

Request in writing
How is it in the best interest of the university to grant the exception
Case by case decisions
UCAM would take the lead on making the judgment but gray areas will be brought to this committee
Sites that are collaborations with outside groups are likely candidates for exceptions

C. Requirements document formerly web standards

UNM Information Architecture group has been working on developing standards. Matt will be trying to speed up the process.

Sections of the standards documentation will include:
Browsers supported
Basic Site design requirements

Metadata standards
HTML coding standards
Scripting use for enhancement instead of design
Accessibility
IA best practices
Quality testing
Use of outside tools on websites
Search optimization
Domain name standards
Copyright
Advertising
How to use images

Meetings are scheduled for six of the topics before the end of the year. Web standards project wiki open to anyone and is available from webmaster.unm.edu. IA committee will bring their draft documents to this group for approval as each part is done.

4. Accessibility issues

UNM does not currently seem to have a significant issues with accessibility. NMEL is very accessibility oriented with our online course ware. Faculty sometimes create situations when posting course docs on their websites but these are usually easily remedied.

5. Web resources department proposal

UCAM is looking at the possibility of forming a for fee department to consult/work with UNM units on Information Architecture, site management, basic content updates, web forms, advanced HTML, custom content, site migration, web graphics, tools, multimedia. The discussion is in its early stages. Decisions would need to be made about level of service, location, fees etc. Many other universities have such departments.

Meeting adjourned.