

Ominiupdate Project Team Meeting Minutes

August 20, 2014 1-2 p.m.

Attendees: Becky Bartindale, Paula Norsell, Martin Varela, Eric Olaque, Thuy Quach, Myisha Washington, Lindsay West, Joe Moreau, Lisa Hocevar, Kelly Pettit, Eberhardt, Chien Shih, Matt Rapczynski, Chris Dubeau, Deepa Prasad, Katia Rostam Yazdi, Linda Koyama

I. Progress since the last meeting:

- A. ETS website: (etstest.fhda.edu) Design is incorporating more graphics, less wordy than the Manila website using tiles to categorize and centralize information. The slider will showcase major projects that are currently in progress. Instead of wading through all the pages and links in the current Manila website, the team concentrated on the most important and essential information for our users. Even after the website goes live, the website will be a work in progress, modifiable and enhanceable.
- B. Discussion with the Chancellor's office: Met with Becky Bartindale and Paula Norsell to start the conversation about the district landing page.

II. Questions from Purchasing

- A. They are currently cleaning up the content in Manila. Will the changes be transferred to OU? The Manila web pages for purchasing have already been migrated to OU. Any new changes would be easier to modify in OU.
- B. Should they keep thinking about separating internal vs. external content? Technical solution is a work in progress. Goal is to have info for internal consumption pulled to Myportal.

III. Header and Footer discussion, presentation by Becky Bartindale and Paula Norsell (powerpoint available upon request from Becky).

- A. Becky and Paula researched what other multi-college districts are using for their header and footer.
- B. Important to keep the outside user's perspective in mind, using language that is more universal; broader topics rather than based on individual depts.
- C. Students are absent on FHDA district website; important to integrate a student presence.
- D. Sites that look clean tend to have left hand navigation that varies from page to page.
- E. Colleges are prominently featured.
- F. Make it easy for users to get to where they need to go. (Counselor appt., transcripts, what programs are available at both colleges, Celebrity forum, community education, facility rental, giving, district wide programs, bond info)
- G. Good example, Los Angeles Community College District
- H. Moving away from drop down menus
- I. ETS, for example, would be linked from multiple places (under faculty & staff, who we are...)
- J. Footer should have contact info and maybe links to district depts., including internal district terminology and another link to the individual colleges, and link to a site map.
- K. Can contact info change depending on the webpage?
- L. Google search.
- M. Most districts have static headers and footers.

IV. Designing the prototype

- A. District homepage would change new terminology groupings (students, faculty and staff, business etc.) linking to intermediary landing pages that link to pages in each department's website or landing page of the depts.
- B. Continuing with the development of the individual department webpages.
- C. Integrating social media, district twitter and linked in accounts, including HR info.

V. Action plan

- A. Create a subgroup, including Becky and Paula to come up with a header/footer prototype, that ETS can mock up. (Now until opening day extremely busy for both of them).
- B. Once a design has been agreed upon, it will be presented to the Chancellor's advisory committee.
- C. Becky requested that info be sent out in advance so that it can be reviewed.
- D. It was suggested to incorporate the new header and footer at the very end, taking into consideration the changes we are introducing to the users.