**Technology Committee**

**February 23, 2015**

1. **Welcome** @ 2:34 p.m.

Attendees: John Gonder, Greg Johns, Kali Davis, Heidi Ulrech, Jeannie Methe, Ken Agustin, Scott Vigallon, Jeff Kingston, Don Miller, Steve Gunderson, Carol Edson.

1. **Web Subcommittee Preliminary Report on the President’s Charge**

Review progress on subcommittee. Prior charge: help out with getting a web person but approaching the whole process with project management orientation. Look at what we have, define specifications, including for the web master position itself. Have not heard back from 4 student emails from Scott Miner. John will try to approach one or two students tomorrow.

Everything has been/will be put up on wiki as we go.

Visuals Reviewed:

1. Webmaster plan
2. acclpc wiki
3. Prelim report page
4. CMS (content management systems); ready to do demos in a week; Campus Suite; Hannon Hill (get more info on Cascade Server); WebGUI; Livewhale; Ingeniux; Cisco—made with Canvas; (Dr. Russell – how do you want to arrange the rights to access?) Factor pricing when determining CMS.
5. Google analytics
6. Curate one copy to rule them all
7. Link check
8. Naming convention
9. Current best practices
10. LMC Usability Student
11. High Priority Recommendations
12. College website comparison
13. No more than 1 click away
14. Navigation always the same
15. Los Medanos College Home Page
16. Infographics
17. Mind maps
18. The Mobile Imperative
19. Bottom Line – email to John Gonder
* Prelim report
* 1 desirables
* 2 duties
* 3 operation
* (specs for CMS – [Content Management System] eval)

Committee questioned “additional job duties” of webmaster and spent time discussing guidelines, usability, and accessibility. Committee questioned when this job will be posted. Perhaps update job description, send request to union to agree to a certain amount of positions before we post the job description. Decide what should be accomplished, create a set of specifications, and then determine requirements to fill specifications. Determine what is allowable, what is not, work with HR to get job description with “desirable skills/qualities.” Make sure desirable skills is included in the advertisements.

Much discussion occurred about involving web master in the product decision vs. deciding on product and then choosing web master. The committee spent time discussing how candidates could show examples/portfolio of their work.

Steve Gunderson gave an update of work done in January.

Committee received an overview of “Groupwise to Outlook” issues.

1. Good of the order
2. Adjournment at 4:20 p.m.