INTERNET PRESENCE COMMITTEE
Minutes
June 21, 2012

Members Present: Sharon Ashton, Scott Bennett, Lucy Croft, Marianne Jaffee

Others Present: Dmitriy Bond, Cathy Cole, Linda Mobley, Jamie Spruell, Marian Watters

1. Demonstration of Mobile CMS Design Changes - Dmitriy Bond

IPC reviewed the changes and accepted them. The app is on schedule to go public at the end of July and beta testing is occurring at this time with ITS and IPC. A communication roll-out plan has been established and will start in July. Marian showed the revised look for the mobile site per the recommended changes made by the IPC at a previous meeting.

The plan is to roll out the app and mobile web at the same time. It was decided ITS is finished with designing so now they will move into production.

Dmitriy will attend a VP meeting to present the app and the mobile web.

2. Model of Operation – Dmitriy Bond

IPC reviewed the new Model of Operation for CMS (see attached). This model was developed using the original support model that dates back to 2010 (when the project started) as well as new support options that the CMS Team is currently offering. It was agreed this model will work moving forward.

Concerns about how the pages will look were brought up by two IPC members. One concern is how we handle department calls regarding sites that don’t pull up correctly. Who will be fixing them and when will the fix occur? Scott feels that IPC can still put requests in but does not have the authority to prioritize what ITS works on so who will determine what issues are worked on and the timing of that work.

Another concern is that the mobile site is going live and departments have not seen what their sites look like ahead of time. If there are issues with individual departments when the mobile site goes live, those departments should not be expected to fix their own pages. Once the mobile site is live there is no going back.

To help resolve these concerns the following questions were raised: Is beta testing of the mobile web an option to roll out to the 441 sites? Can we send an e-mail to those 441 that we are moving into mobile web asking them to check their site by the end of July?

ACTION ITEM: Dmitriy will look into creating a CMS stage with the mobile template that does not sync to production and then send an e-mail so they know where to go to check their site. Dmitriy will report via e-mail to the IPC if a testing site will work.

3. Review/Improvement of Sites by Marketing and Publications

Sharon moved to ask Cathy Cole, Director of Marketing and Publications, to begin a review of all departments using the Migration Status page beginning with Institutional Advancement. Cathy will look at all the web pages for compliance of UNF standards, branding, visual identity, and using best practices. After discussion (see below) the motion was approved by Scott Bennett, Lucy Cross seconded - motion passed.
Scott has a concern with going into a site and telling departments how their site should look. Lucy also feels we will run into some departments that are unwilling to work with us if we try to tell them what to put on their site as far as content, especially if they’ve already been approved by the IPC. If Cathy has any difficulties with units not wanting to comply with her recommended changes she will bring it to the IPC; otherwise she will work with the units one by one. She can open up communication with them saying she’s been tasked by the IPC to review their site since it’s been in CMS for a few years. Cathy will present this as a resource and not a command performance to each department showing them how they can improve their sites with enhancements, new photos, etc.

Next IPC Meeting June 28, 2012 @ 3:30 p.m.
Alumni Hall, Building 60, Alumni Boardroom - 2nd Floor