INTERNET PRESENCE COMMITTEE
Minutes
October 3, 2013

Members Present: Sharon Ashton, Lucy Croft, Marianne Jaffee and Lance Taylor

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

1. Updated UNF Internet Presence Committee Bylaws
   The Bylaws were reviewed by committee members prior to this meeting.

   ✔ Motion made to approve updated UNF Internet Presence Committee Bylaws; motion approved and passed.

2. Updated/New Developing and Publishing Online Communication
   This was delayed until the Bylaws were approved

   ACTION ITEM: Sharon Ashton will have edits ready for review at the next IPC meeting.

3. Academic Partnerships URL Request
   academicpartnerships.unf.edu

   An exemption was discussed for the above URL to be utilized even though it is inconsistent with the normal university practice of creating a sub-folder after the main UNF URL consisting of www.unf.edu. There is language in the contract between Academic Partners and UNF that strongly indicates the need for a sub-domain through its suggested site recommendations. There are concerns regarding the length of the URL although students will usually just click the link and won’t type out the entire URL.

   ✔ Motion made to approve the URL exemption; motion approved but will let the Project Management Office know our concerns about the length of the URL.

   ACTION ITEM: Lance Taylor will speak with Mike Biangini about the above mentioned concerns.

4. Update on Homepage redesign
   ITS Strategic partnership approved homepage redesign – will take about 40 hours to accomplish and will be need to be finished by January. During the process Marian Watters will present working changes to IPC.

5. CMS Upgrade Project Plan Schedule, Current Status and Approval by IPC
   The upgrade will take place on October 24 and 25 if all goes as planned. During those two days the calendar will update and the website will be up; however, editing the website will not be available. At this time there are still five outstanding issues. If they are not resolved by October 16 the timeline will have to be adjusted. are not resolved by October 16 upgrade will be to November 21 and 22.

   ✔ Motion made to approve the CMS Upgrade Project Plan on October 24 and 25; motion approved.
6. “Follow UNF” Link
There was discussion whether IPC should review all Facebook pages or let each division handle their own. It was decided that each division will manage their own. All Facebook pages need to be reviewed and if they are not current they need to be updated or removed. Each Facebook page should be registered and Joanna Norris, in Public Relations, has a spreadsheet that lists everyone who signed the Social Media Agreement. Pages can be removed from inventory but not deleted without their password. If a password is unknown, Facebook will assist in the removal of the page which could take up to six days. Once you have a page that is defunct, send the link to Joanna and Jamie.

If there is resistance, then the IPC will make the final decision to pull the page down.