

Web Governance Board

Meeting Minutes

April 7, 2015

Present: Greg Fant, Norma Grijalva, Melissa Chavira, Phillip Johnson, Wesley Jackson, Katherine Vandertulip, Adam Cavotta, Richard Oliver

Next meeting: TBD

I. Announcements

Unified Campus Calendar group is going to reconvene and discuss solutions. P.Johnson will be added to calendar group.

II. Discussion

- a. Requirements of branding hierarchy were discussed. Official university departments (academic and non-academic) should include branding and be recognizable as part of NMSU. Personal pages for groups and organizations that may or may not include branding elements should include a disclaimer such as “opinion or statements should not be taken as a position or endorsement of New Mexico State University.”
- b. The question of who gets to use premium templates was discussed? The board will promote the use of the NMSU theme, with exceptions reviewed by the board on a case-by-case basis. The funding source was discussed to be a factor in making that determination. The organization structure was also discussed as a determining factor (i.e. having an FTE to support web themes if it breaks or handle security issues). ASNMSU was brought up as an example that would be allowed to use a premium theme due to the support from Student Affairs and Enrollment Management hosting their website and the structure of ASNMSU staff includes director of public relations.
- c. Brief discussion about official university sites using different domain name suffixes (such as .com). NMSU Police department was brought up as an example (nmsupolice.com). This item is up for further discussion as to what should be allowed.
- d. How WordPress plugin requests are handled was discussed and if the board would make the determination of what is available on Enterprise WordPress. Functional plugin standardization was also discussed (e.g. should there be only one calendar plugin across campus).
- e. Organizational structure of website responsibility was discussed. A database of single points of contact for responsibility parties for university websites was discussed as being a helpful resource. Creation and maintenance of the database was discussed to be a joint effort of ICT and UCOMM.
- f. Homepage requests and website “take downs” will be handled by email. Board members should respond via email within a reasonable amount of time to make a decision. 48 hours was discussed as a timeframe. The board agreed to meet on a case-by-case basis if needed to make a formal decision.
- g. M.Chavira will discuss the need for IRB approval with the office of compliance for user testing. Email lists of alumni and parents are available once survey is ready to send.
- h. Future meetings will be held quarterly.
- i. Updated Web Governance Bylaws will be redistributed to include motions carried

III. Board Motions

- a. G. Fant and A. Cavotta suggested a review of what should be posted on websites to meet criteria relating to accreditation. Motion made to add "Oversight and alignment with accreditation" as a goal of the Web Governance board. Motion carried.
- b. R.Oliver suggested the requirement that all faculty have a page on the respective department website that included minimal information. Links to additional pages that are published by faculty (branded or not branded) can be included on department level faculty pages. Motion made to include branding requirements for academic colleges and departments to include a page for each faculty member. Motion carried.
- c. G.Fant suggested if the board was to review recommendations and requests for web enhancements or restructuring, input from technical groups would be beneficial. Motion made that board will seek input from technical groups to make determinations as needed. Motion carried.
- d. Motion made to create a database that contains single points of contact of responsible parties for each university website. Motion carried.