

Web Governance Board

Meeting Minutes

December 18, 2015

Present: Jeanne Gleason, Greg Fant, Norma Grijalva, Melissa Chavira, Phillip Johnson, Charlotte Tallman, Adam Cavotta, Karen Henry, Richard Oliver, David Hille, Khush Ghadiali

Next meeting: TBD

I. Announcements

II. Discussion

- a. The board discussed the roll out plan for the WordPress theme and developer template adoption. The deadline for all WordPress sites to be transitioned was established as May 31, 2016. The deadline for non WordPress sites and application was August 16, 2016. The board agreed that sending a series of messages to WordPress site administrators announcement the discontinuation of the previous WordPress theme (v. 1.1.13) was appropriate. In the first message, it was agreed that the message would include current obstacles that one website administer might encounter during the transition. It was also agreed that the first message would include the request for the site administered to respond that they have received the message. The board would then revisit the site list in March to determine if more messaging is appropriate. It was discussed that sites that were not be transitioned by May 2016, would be automatically transitioned per ICT action. The board also agreed that assistance should be provided to those departments to update their themes and the academic departments who are hand coding their sites should consider moving into WordPress. The board agreed that all new wordpress sites, static HTML sites, and web applications in development should be created using new branding standards effective immediately.
- b. The board discussed NMSU academic departments who have different branding or have purchased premium themes. The Art Department, Music Department, Journalism and Mass Communication Department, and the Theater Department were discussed. The board agreed that meeting with Enrio Pontelli and the department heads face to face would be a good first step. The goal of these meetings would be to understand the reasons the departments are using different brandings/themes and explain the importance of brand consistency. The Art Department theme is currently broken and the board agreed that they should be contacted as soon as possible to discuss fixing their theme and offer to move them into the new theme right away.
- c. The board reviewed the web standards and guidelines that will be announced when the new brand website goes live. The group edited the current standards and guidelines to include an update to definitions of official and unofficial university websites and included a third definition of affiliated websites. ICT is currently reviewing the security aspect of the web standards and required elements. The web standards and guidelines and required elements can be viewed here: <https://webcomm.nmsu.edu/brand/web-guidelines-resources/>
- d. The group discussed the implementation of the Ruffalo Noel Levitz recommendations and it was agreed that the placement of the apply button would be "opt in." Student Affairs and

Enrollment Management would take care of discussing the importance of the opting in with academic departments.

- e. The board agreed that the web draft policy should be placed in the new format. Melissa Chavira will discuss with Lisa Warren the requirements to move this policy through.
- f. Norma Grijalva provided an update on ShopCart and discussed that she had two options, one was to update the application. The other was to change vendors. The number of carts has increased substantially and supporting the upgrade to the system was viewed as a necessary item. A requirements for testing was identified as a something to consider.
- g. The SiteImprove contract is up for renewal in February. The company provided an estimate for an unlimited site license. Melissa Chavira and Norma Grijalva will discuss upgrading the site license. Norma suggested that she might have to request funding from each campus to support the unlimited license.