WEB STRATEGY GROUP
30th June 2014
11.30am Forum Room 3.02

MEETING NOTES

1 – Introduction
   - committee remit
   - frequency of meetings

NM proposed: The Web Steering Committee is intended to advise and support the development of the School’s web presence, providing the Knowledge Management team with expert input in the areas of web structure, effective online use of data and appropriate content for the externally facing webpages and the local intranet.

It is expected that this committee will meet quarterly [approximately March, June, September and December], and that the committee should action small working groups containing relevant stakeholders to address local matters, then report back to future meetings.

We agreed that election or nomination of external members should be considered at a future meeting, but that we might manage to achieve sufficient external engagement via the individual working groups that will eventually need to consider internal web content.

2 – Update and Timescales on Migration from Polopoly to Drupal [K.Bell]

KB updated on the University’s Drupal schedule, noting that it was likely that we’d be included in the third phase, likely around January 2015. KB will keep the committee up to date as dates become clearer.

3 – Update on Local Intranet Challenges and Priorities [T.Totterdell]
   - Plone
   - CVS
   - Wikis
   - Institute pages

We agreed that TT and KB would provide more detail on existing pages and structures, and possible ownership for new pages, for consideration at the September meeting. It was also agreed that any new site should be built from scratch, rather than any attempt to migrate existing content to a new content management system. ACTION: TT and KB

4 – Communication of Web Strategy to School of Informatics [N.McGillivray]
JM suggested that more regular School wide communication and consultation would begin in August; initially via more regular General Meetings, but afterwards online. It was agreed that the web should feature in some of these early communications, and that we’d have more of an idea of what to do next after the September meeting.

5 – Creation of New Web House-Keeping Rules [T.Totterdell]
  o ownership
  o edit permissions
  o maintenance

Related to item 3 above, it was agreed that TT and KB would work on defining the existing web structure, and identify site permissions as part of that process. We agreed that this mapping would help to inform the management of any new internal web structure. **ACTION: TT and KB**

6 – Management of Outdated Web Pages [S.Scott]
  o redirects
  o deletion
  o archiving

NB confirmed that technically there isn’t any reason why we couldn’t identify appropriate redirects from existing content to a new site in future. The meeting also agreed that there would need to be some analysis of which pages need to be archived for future use, which need redirects to one or many new pages or which could be simply deleted. SS noted that there might be Records Management issues re retention of data and that this should be considered prior to deleting content. We agreed that archiving and secure storage is more likely than deletion.

7 – Teaching: Better Informatics and PATH [M.Rovatsos]

MR highlighted the student ‘Better Informatics’ site as a possible format for future student facing teaching pages. We agreed the internal ITO site is a likely future working group, and that this should be consideration at the September meeting. PATH is an online tool to help better navigate the course and programme data held in DRPS. MR and Kate Weston will find out more about how we can make use of the light-touch version of PATH, and report to NB once they know more about the technical requirements. **ACTION: MR**