

## Web Strategy Meeting Minutes

Date/Time/Place	Wednesday 25/3/2015 12:00 IF3.02	
Attendance	Attending	Apologies
Steve Scott (Chair)	X	
Kenny Bell	X	
Neil Brown	X	
Michael Fourman		X
Johanna Moore		X
Helen Pain		X
Michael Rovatsos	X	
Craig Strachan	X	
Henry Thompson		X
Tamise Totterdell	X	
Martin Wright	X	
Urara Hiroeh (Secretary)	X	
<b>Item 1</b>	<b>From previous meeting</b>	
	3. Front-Page Freshness – KB <ul style="list-style-type: none"> <li>• Good progress; both actions from previous meeting carried out</li> </ul>	
	4. Date Protection Breach and Follow up (Paper A) – SS <ul style="list-style-type: none"> <li>• Clean-up exercise still ongoing, given the size of the task, will keep working on it. In total, 150,000 pages to assess.</li> </ul>	
	5. Better Informatics/PATH – update – MR <ul style="list-style-type: none"> <li>• ITO discussion – links added by KB</li> </ul>	
<b>Item 2</b>	<b>Drupal migration of Informatics site update – KB</b>	
	<ul style="list-style-type: none"> <li>• Migration will start on 6 April, and take around 3 weeks. The site will go live on 28 April. Preparation work is complete and it should hopefully be a smooth process.</li> <li>• Three WSG members to go on UOE Drupal training on 16<sup>th</sup> April.</li> <li>• New banner image discussed.</li> </ul>	
	<b>Actions</b>	
	KB	Find better image for banner once site is launched
<b>Item 3</b>	<b>Update on the new Intranet project – KB</b>	
	<ul style="list-style-type: none"> <li>• Testing being carried out on current UOE Drupal distribution. Consultation meetings with staff and students have taken place to inform design and project priorities. Student services will be the main area to improve for phase one of the build.</li> <li>• Building work on actual site to begin in April.</li> <li>• Structure of the websites discussed</li> <li>• URL discussed</li> <li>• ACTION KB/NB To decide upon url for site</li> </ul>	
<b>Item 4</b>	<b>Web policy – CS</b>	
	<ul style="list-style-type: none"> <li>• Need a sub-group to take this forward as part of a larger/wider discussion around communications strategy for the school and to consider web policy in the context of overall ongoing development within the school (see also Item 7)</li> </ul>	
	<b>Actions</b>	
	SS	Set up a sub-group and meeting to discuss this

<b>Item 5</b>	<b>Homepage website deletion – CS</b>	
	<ul style="list-style-type: none"> <li>Legacy webpage created by staff and students who have now left – the account is deleted 6 months after they leave the university, but personal webpages within uni web domain remain forever. Currently, no real policy at university level. Some of these legacy pages should be kept, but how many of these legacy pages are there in the first place?</li> </ul>	
	<b>Actions</b>	
	CS	Establish the scale of the issue for the next meeting
<b>Item 6</b>	<b>Image copyright – CS</b>	
	<ul style="list-style-type: none"> <li>Staff in the school used what that person thought in good faith was a free image as part of teaching material, which was later published on the web, but the image was actually copyrighted, and the university was involved in legal issues.</li> <li>It is problematic in that it is very difficult to ascertain the copyright status of many images found on the net</li> <li>Perhaps we need a disclaimer on the pages to say something along the lines of 'if you are the copyright owner of these images, then please let us know and we will take it down'.</li> <li>There needs to be a web strategy discussion around this</li> </ul>	
	<b>Actions</b>	
	SS	Include as part of web strategy/policy discussion (see also Item 4)
<b>Item 7</b>	<b>School Communications Strategy – MW/SS</b>	
	<ul style="list-style-type: none"> <li>There's no way of anticipating what all the different academics even within Informatics are doing in terms of research proposal. E.g. recently, there were 15 submissions to EPSRC, where they were only going to fund 3 to 4 projects.</li> <li>Perhaps a website set up in which all academics making a proposal can declare they are working on a proposal. Portfolio managers can help update these websites. Then staff members can subscribe to a feed or a digest. Need to work out the precise mechanism. Will be ongoing discussion in these meetings.</li> <li>It was pointed out that getting these websites and webfeeds right is difficult – most people will filter it out as spam. Need to be aware that different people need different info at different times. Need to create some kind of a community around this, but make it an opt-in system so people only get info they want, while maintaining a corporate dissemination function, from which people cannot opt out of. But for this group, web is the key part of that process.</li> <li>It was also pointed out that the key is to create authoritative channels of communications, so everyone knows this is where this info can be found and be deposited.</li> <li>Time scale to establish a general principle around this (not concrete proposal) – around September 2015.</li> </ul>	
<b>Item 8</b>	<b>Permissions – TT</b>	
	<ul style="list-style-type: none"> <li>Carried forward to next meeting.</li> </ul>	
<b>Item 9</b>	<b>Research pages update – TT</b>	
	<ul style="list-style-type: none"> <li>Carried forward until next meeting.</li> </ul>	