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Web Services Advisory Committee
Meeting Minutes
April 14, 2016

Members Attending:
Azfar Mian, *Committee Chair*
Debra Amirin
Anthony DeSantis
Margaret Fields
Brande Smith
Renato Squindo
Jeff Stevens
TJ Summerford
Wendy Williams
Nicole Yucht

Invited Attendees:
Anne Allen

The meeting was called to order at 3:00 PM

A motion was made to approve the minutes. The motion was seconded and approved.

Agenda Topics

I.   Update on Web Content Subcommittee – Jeff Stevens:
   a.   Subcommittee moving from a focus on content style to training; 'Content Strategy Training'. Subcommittee will create a curriculum to fill a knowledge gap, finding existing resources, both on campus and externally. Findings will be reviewed with this committee. This committee will then make recommendations to pass on to IT Training. Q: Includes access? A: Yes. Comment: In May, an online accessibility training program will be launched to help webmasters, etc.. Comment: The Provost's Office will be releasing Accessibility Guidelines for faculty.
   b.   Nicole Yucht has agreed to co-chair this subcommittee. Invitations have been sent; awaiting responses.

II.   Update on Web Policy Subcommittee - Brande Smith:
   a.   The first order of business of this subcommittee will be policy related to electronic access.

III.   Committee Chair opened the floor for discussion of the meeting schedule. Q: Should the monthly meeting be extended as the committees gear up? Comment: Quarterly. Most of the

work will be done by the subcommittees; committee could meet every 2 months. Comment: The committee can correspond via email. Comment: The committee could meet every other month; the next meeting would be in June.

    a.   A motion was made to amend the meeting schedule to every other month. The motion was seconded and approved.

Meeting adjourned at 3:28 PM

Next meeting: June 9, 2016 at 3:00 PM