Web Committee Minutes

Wednesday 15 March
11-12pm
Huxley room 218

Minutes

Present:
Daniel Rueckert
Peter Pietzuch
Cristian Cadar
Tony Field
Fariba Sadri
Morris Sloman
Giuliano Casale
Anandha Gopalan
Mark Wheelhouse
Joseph Worsfold

Apologies:
Sean Conner
Silvana Zappacosta
Timothy Kimber
William Knottenbel
Catarina Fernandes
Peter McBrien
Robert Chatley
Maria Valera-Espina
Fidelis Perkonigg
James Jacobson
Konstantinos Gkoutzis

Agenda item
Action

1. Update on priorities
JW outlined the current priorities as discussed in the previous committee meeting. These include: uploading the interactive research pages, updating admissions pages (PhD admissions), the home page, twitter, news and processes/workflows.

Committee members agree that other areas also need work, for example, internal staff links and ‘people’, which will be discussed further, and work will begin on these in the summer term.

JW and PP to discuss internal documents separately.

2. Update on research section
The interactive research pages can be added to T4 as an iFrame, as agreed by the Digital Team, following a meeting to discuss implementation between JW, SC and Ed Wilde.

Committee members agree that the research groups should be shown in the ‘themes’. In order to achieve this the code will be duplicated but show ‘themes’ by group, as well as separately by individual.

The interactive pages will complement the already existing ‘static’ pages. These will be updated in accordance with the new ‘themes’ and include the relevant information on the theme itself, the groups, individuals and anything else deemed relevant.

JW to discuss with Gary Corrall (CSG).

DR to assigned two staff to each theme. JW to contact them and update static pages.
3. Update on admissions section

JW shared the new /study UG web pages (online prospectus) which uses a single, anchored, page with all relevant information included. This needs to be updated and reference further information in the /computing web pages.

The PhD mock-up will use some of the more suitable design elements from these types of pages.

JW to discuss this further with SC and central college staff.

JW to share mock-ups with relevant staff.

4. New homepage (mock-ups)

Members agree that the second mock-up is the most suitable and, following some changes, it will be made live. Changes include adding new images and changing ‘Study’ to ‘Teaching’.

JW to make changes and choose new images (with input from others).

5. Twitter feed and departmental news

An email will be sent to doc-staff to ask those with Twitter to follow the @ICComputing account. Subsequently, @ICComputing will follow all of the accounts within the department.

Where possible the account will be used to link to news articles, events, retweet individual posts and more (e.g. good luck to students for exams, welcome to news students, welcoming incoming staff).

JW to send out this week and also add twitter in the student newsletter.

JW to manage the account and ask for feedback at a later date.

6. Any other business

All members agree that more should be made of student achievements. A specific webpage for this was discussed and reference was made to the existing pages for this.

Members discussed how to consolidate the three different ‘people’ lists, photo (t4), alphabetical (DSS) and search (ICIS).

Further discussion to take place on internal staff documents including committee meeting minutes and FAQ for staff.

JW to discuss further with MW and AG.

JW to consider how best to consolidate this.

JW to discuss further with MW and PP.

7. Date of the next meeting

The next meeting will take place in the summer term. Alternative dates and times will be sent to committee members during the exam period.

JW to organise the next meeting and send invitations.