Imperial College
London

Web Committee Minutes

Wednesday 15 March
11-12pm
Huxley room 218

Minutes

Present:	Daniel Rueckert	Morris Sloman	
	Peter Pietzuch	Giuliano Casale	
	Cristian Cadar	Anandha Gopalan	
	Tony Field	Mark Wheelhouse	
	Fariba Sadri	Joseph Worsfold	
Apologies:	Sean Conner	Robert Chatley	
	Silvana Zappacosta	Maria Valera-Espina	
	Timothy Kimber	Fidelis Perkonigg	
	William Knottenbel	James Jacobson	
	Catarina Fernandes	Konstantinos Gkoutzis	
	Peter McBrien		

Agenda item	Action

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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.	**n/a**
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.

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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.	**JW** to arrange the meeting next week.
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.	**JW** to discuss with Gary Corrall (CSG).
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.	**DR** to assigned two staff to each theme. **JW** to contact them and update static pages.

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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.

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

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

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.

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

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 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.

JW to discuss further with **MW** and **AG**.

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

JW to consider how best to consolidate this.

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

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.