WEB ADVISORY COMMITTEE MINUTES

For May 1, 2024

Meeting called to order: 11:01 a.m.

In attendance: Adine Stormoen, Alex Oliva, Cal Anderson, Conrad Wong, Craig Rodrigue, Douglas Dawson, Jamie Rittenbach, Jared Sorenson, Kate Kirkpatrick, LaTara Misher, Maggie Eirenschmalz, Mike Schulz, Stephanie Walden, Susan Lundahl, Yuli Chavez Camerena

Current Business / Quick Updates

- Cal discussed going live with the AI chat assistant. It is currently running from 5 p.m. until 8 a.m. Cal showed a short demo on the backside. Mike Schulz asked if the system had any data on specific programs. Cal said that the system is capable of it, but we don't have that setup yet.
- Cal discussed digital signatures for some of the PDF forms and some of the issues we're seeing because everyone has access to Acrobat Pro. The college doesn't have a preferred method for digital signatures, so we are exploring the use of Acrobat's built-in functionality.
- Cal discussed the part-time faculty directory. Cal showed the separate page that Web Services added to the website to list all part-time faculty. Doug Dawson asked if the directory is actively updated or not. Cal explained that it's a file that Bill Garand creates for Drupal to grab every day.
- Cal showed the newest update for the EAB Virtual Tour and discussed some of the overall stats.
- Cal discussed the College Catalog and showed the new design of its homepage. The main highlights are the areas of interest and the search box.

New Business

- Cal discussed the website refresh project and shared some of the newest developments. Cal shared the link in chat for screenshots. Cal pointed out some of the key things in Figma that are changing or being updated. The seasonal content box will allow us to update the homepage content much more frequently than we are able to now. One of the biggest changes will be the breakpoints for larger desktops. The header banner images will also increase in vertical size. The mega menu will change a bit visually, but mostly on the backend. The font sizes and padding will also be scaled up slightly. Doug had a question about when we would be updating the graphical wrapper for the admission application.

Other Business / Quick Reminders

- Cal discussed reaching out to departments to get website updates. Summer hours are also needed for updates on the website.
- Cal discussed forthcoming updates to the monthly GA reports. Cal talked about some of the AI developments that we saw during the HighEdWeb conference Web Services attended on April 30.
- Cal discussed the live stream briefly.

Other Updates and/or New Business

- Alex Oliva discussed the new global announcement requests feature on the WebCollege homepage. These announcements will go directly on Canvas.
- Mike Schulz and Adine Stormoen thanked Web Services for being so timely and providing excellent work as always.

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- Cal discussed pushing back the website refresh launch until after summer, just as a precaution to avoid any potential downtimte.