WEB MASTERS GROUP MEETING  
August 2011

Meeting held on **Thursday 4th August 2011 at 2:00pm – 3:00pm, in Committee Room 3, The Chancellery**

**ATTENDEES:**
David Turnbull, Manager, UNSW Web & Innovation, Media & Communications  
James Hill, COFA  
Vicki Truskett, Faculty of Medicine  
Duncan Smith, Faculty of Science  
Russell Bastock, ITS  
David Horsley, Learning and Teaching  
Tom Ruthven, Library  
Tim Bennett, Central Web Unit, Media & Communications  
Vladimir Tretyakov, Research  
Laura Todd, Marketing Services  
Rowland Hilder, Faculty of Arts and Social Sciences  
Graham Hannah, Built Environment

**APOLOGIES:**
Dai Lam, ITS  
Michael Caddy, Faculty of Law  
David Chung, Engineering

**ONLINE BRANDING**

Discussion of new online branding document, especially charcoal navigation (agreed by faculties) and school colours (a matter of faculties and schools to resolve). Vicki Truskett asked about minimum banner heights as 35px is smaller than their current 44px for some properties. David Turnbull agreed some flexibility can be achieved.

David Horsley sought clarification that all divisions need to use the yellow line, and asked about a policy delivery timeframe. David Turnbull confirmed the yellow line is required and that there is no concrete delivery timeframe yet, just an ongoing process of consultation and feedback.

The required UNSW logo usage is sitting with Marketing Services for a final decision.

The only font specification is Arial for body fonts. No other fonts or styles are specified (eg heading fonts or sizes) but obviously these must be within the bounds of readability.

**CMS SURVEY**

David Turnbull provided an update on the results of the CMS survey.

**WEB POLICY**

David Turnbull gave notice of a review of existing web policies stored online, to be a topic of discussion at the October meeting. Many are out-of-date versions of current documents.
Proposed changes to section 4.3 of the Web Policy

The group was invited to submit changes or possible language to David Turnbull. The need for clarity on what ‘network supported and hosted’ means was discussed. An overview of the ITIP project for evaluating enterprise CMS options was given.

Next Meeting:

**Thursday 6th October 2011 at 2:00pm – 3:00pm, in Committee Room 3, The Chancellery**