Minutes of the UNSW Web Steering Committee held at 10.00am on Wednesday 2 February 2011, in Committee Room 2, the Chancellery.

IN ATTENDANCE: Neil Morris, Executive Director, University Services (Chair)
Joan Cooper, Pro-Vice-Chancellor (Students) and Registrar
Professor Ross Harley, Head, School of Media Arts, COFA
Barbara Chmielewski, General Manager (Research),
Office of the Pro-Vice-Chancellor (Research)
Patrick Stoddart, Senior Manager, Technology Enabled Learning &
Teaching - Research, Evaluation & Development
Judy Brookman, Director, Media & Communications
David Turnbull, Manager, UNSW Web & Innovation
Professor Wai Fong Chua, Pro-Vice-Chancellor (Enterprise Systems)
Michael Kirby-Lewis, Director, IT Services

Note taker: Linda Li

1. APOLOGIES:
None.

2. CONFIRMATION OF MINUTES FROM 19 November 2010
Action points from the last meeting were reviewed. All agreed.

3. UPDATE ON THE UNSW WEBSITE POLICY
David Turnbull updated the Web Steering Committee on the progress of the UNSW Website Policy and Branding Guidelines. Both documents were placed online for university-wide consultation; neither documents received any comments or feedback during the three week consultation period. It was reported that the Policy and Branding Guidelines have now been formally signed off on and have taken effect. Revision of the current Accessibility Guidelines is ongoing; it was proposed that the Central Web Unit will take ownership of updating the Accessibility Guidelines and will make them available to the Student Equity and Diversity Unit for review.

The Committee was informed that the new branding for the University, as devised by Saatchi & Saatchi, will not impinge on the mandatory elements of the white banner and footer as set out in the Web Branding Guidelines. A separate design agency (The White Agency) has been engaged to create design concepts of the UNSW corporate website that incorporate the new branding with particular focus on the yellow colour. David Turnbull presented the Committee with the current design concepts and discussed the incorporation of the new branding. Concerns were raised about the accessibility of using the yellow colour and the new typeface for the web. It was discussed that since the Saatchi & Saatchi branding is primarily for print publications, branding for websites will need to be appropriately revised to meet web standards.

The Committee agreed the design concepts should be presented to the Vice-Chancellor to elicit his view on the approach taken before consulting more widely.

Action: David Turnbull to draft revisions of the Accessibility Guidelines in consultation with the Student Equity and Diversity Unit.
4. UPDATE ON CMS SCORING

David Turnbull updated the Committee on the progress of the CMS Scoring document and presented a draft version, developed in consultation with IT and Learning & Teaching.

Michael Kirby-Lewis sought clarification that the scoring system is for departmental sites and is not applicable to scoring an enterprise-wide system as it does not apply the same rigorous standards. Other committee members pointed out that there is currently no single enterprise-wide CMS and that the recently approved new web policy was based on the premise there would not be. The Committee discussed the capabilities of IT to provide support for the three or four CMS that may be approved under the new evaluation scheme. It was clarified that IT, under the new web policy, will provide network support and internal hosting services but not application support.

Concerns were raised by Michael Kirby-Lewis that some content management systems being adopted by UNSW are not in compliance with the State Records Act. Concerns were raised by Joan Cooper that given the decreasing use of the Teamsite CMS, the University is not in compliance regardless. The Committee agreed to further investigate this issue in consultation with Governance Support.

The Committee agreed on the development of a position paper outlining the state of the web environment at UNSW with particular focus on the content management systems.

**Action:** David Turnbull to co-develop a position paper which will outline the current state of the University’s web environment, in particular the content management systems currently being employed and the risk issues associated both with continuing use of the current systems and the adoption of new systems.

5. BUSINESS WITHOUT NOTICE

Nil

6. NEXT MEETING

11.00am, Tuesday 12 April 2011 in Committee Room 2