Attendees

Neil Morris | Vice-President, University Services (Chair)
Wai Fong Chua | Pro-Vice-Chancellor (Students)
Judy Brookman | Director, Media & Communications
Barbara Chmielewski | General Manager (Research)
Merlin Crossley | Dean, Faculty of Science
Ross Harley | Head of School, School of Media Arts, COFA
Robert Morrell | Director, Student and Academic Services
David Turnbull | Manager, UNSW Web and Innovation

Notes: Kristen Butcher

Apologies

Stephen Marshall | Director, Learning & Teaching @ UNSW
Denise Black | Chief Technology Officer

Minutes

1. Apologies, introductions and welcome (Neil Morris)

2. Previous minutes (Neil Morris)

3. Governance Structures (David Turnbull)
   An update of discussions with other Go8 Universities as to how their governance structures work was provided

Summary

- Various universities including ANU, Sydney, Adelaide, Melbourne, Columbia were contacted and none have a documented governance structure in place. UNSW appears to be ahead in this space.
• It has been agreed that there will be some overlap of activity between the Web Steering Committee and the Cross Domain Enterprise Governance Group, however the Web Steering Committee will be cognisant in addressing such overlaps.
• With respect to entities such as Global and UNSW Press, the Central Web Unit’s role will focus on user experience and delivering solutions that meet site owner’s business objectives.

4. **Web Strategy Update** (David Turnbull)

   *David provided an overview of the 2007 Web@UNSW Strategy including:*

   • *What has been completed, what is in progress and the next challenges for 2013.*

**Summary**

• In terms of what has been achieved/what is in progress:

  1. **Prospective Students Gateway**
     Was not resourced, however through other works and projects, 4 of the 5 high level requirements have been met – all but the IA/UX strategy. With the Current Students Gateway being delivered in 2013, this would be a logical project to look at.

  2. **Governance Framework**
     Achieved

  3. **Creation of a Central Web Unit**
     Achieved

  4. **Staff Intranet**
     Not funded.

  5. **Core Content & Authoritative Data**
     Achieved – policy in place governing the use of this content.

  6. **Web Framework**
     Achieved

  7. **Search**
     Though not specifically achieved, work has been done to improve search. Google Search Appliance is being used more and more. However, a significant issue here is also the lack of domain management tools. UNSW does not have the ability to easily manage the UNSW domain meaning that there are likely to be 100,000’s of out of date pages. A manual domain audit is completed every 12 months. Getting control of the domain would also greatly enhance the search results.

  8. **Branding and Template Guidelines**
     Achieved
5. **2013 Central Web Unit Strategy / Projects Focus:**

An update of planned and possible CWU projects was presented.

**Summary**

- The CWU will continue its efforts to improve search / domain management.
- The creation of a user-centric Current Student Gateway – eventually merging 40-50 PVC(S) websites.
- Federated Profiles – centralised profile service for all UNSW staff.
  - Experts Database update – the release of federated profiles will feed this media database.
- Possible projects pending outcomes:
  - Staff Gateway for public facing staff content.
  - Future Students Gateway – the new FS site within the corporate provides a good foundation for this.
  - The HDR Community – a site to help connect higher degree research students.

6. **Other business** (Neil Morris)

**Summary**

- Governance clarification that the CWU is to continue to provide information and guidance, not approvals for web related projects.
- 2013 Web Steering Committee meetings to be held every 2 months.

7. **Next meeting**

Monday 11 February 2013 at 3:00pm – 4:00pm, Committee Room 3