Web Steering Committee

Held on Wednesday 10 April 2013 at 10:00am – 1:00am
Committee Room 3, Chancellery

Attendees

Neil Morris | Vice-President, University Services (Chair)
Wai Fong Chua | Pro-Vice-Chancellor (Students)
Merlin Crossley | Dean, Faculty of Science
Ross Harley | Dean, COFA
David Bryan | Director, IT Strategy and Architecture
David Turnbull | Manager, UNSW Web and Innovation

Guest: Gill Kirk
Notes: Kristen Butcher

Apologies

Barbara Chmielewski | General Manager (Research)
Robert Morrell | Director, Student and Academic Services
Stephen Marshall | Director, Learning & Teaching @ UNSW
Denise Black | Chief Technical Officer

Minutes

1. Apologies, introductions and welcome (Neil Morris)

2. Minutes of previous meeting (Neil Morris)
   Accepted.

3. Electronic and Digital Content Policy update (Gill Kirk)
   Gill Kirk gave an update on the policy.

   Summary
   - The goal of the policy is to serve as an overarching policy framework for all policies and procedures pertaining to digital content
   - Some current policies may/will become procedures within the new framework
There is a need for clarity surrounding the guidelines and procedures for the production of digital content

Next draft will be distributed to a broader group.

4. **Web Reference Group request** (David Turnbull)

   *Discussion took place around the purpose of the Web Reference Group. It will serve an operational focus meeting when required i.e. a key university web project that requires various feedback/input relating to operational issues.*

5. **Central Web Unit update** (David Turnbull)

   *The group was presented with the broad list of 2013 CWU projects.*

   *The key points raised were:*[
   - The trend in 2013 is the consolidation of most UNSW Drupal sites into the CWU Drupal development and deployment framework. This will further reduce the cost of web spend by:
     - Reducing the overhead of maintaining multiple development frameworks (economy of scale)
     - Standardisation of the development framework reduces overall administration requirements across multiple sites (site fixes rolled out en mass)
     - Centralising site administration through SLA’s with the CWU (reduces the cost over agency required support)
     - Reduced requirement for custom development reduces the costs of new sites

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

   Noting that IT is no longer developing sites in TeamSite, the suggestion to put forward a suggested framework for how the CWU and IT can work together in the future was endorsed. This framework is to ensure clarity of service offers and ensure non-duplication of services.

   There was also the request for clarity regarding responsibility for the overarching portal and user experience framework.

   **Summary/Action Points**

   - The CWU to submit proposed framework for how IT and the CWU can work together.

   7. **Next meeting**

       **Wednesday 19 June 2013 at 9:00am –10:00am, Committee Room 1**