

THE UNIVERSITY OF MELBOURNE

PSYCHOLOGICAL SCIENCES

Website Sub Committee

February 14<sup>th</sup>, 2012  
1.45 pm

Room 1206 REDMOND BARRY BUILDING

MINUTES

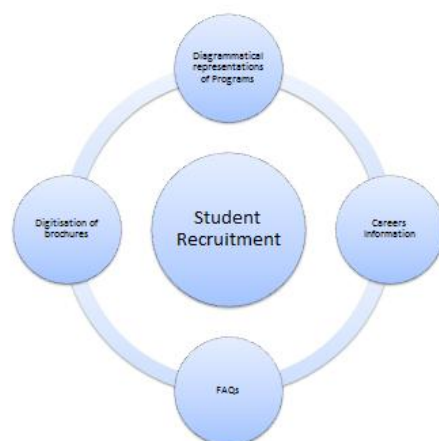
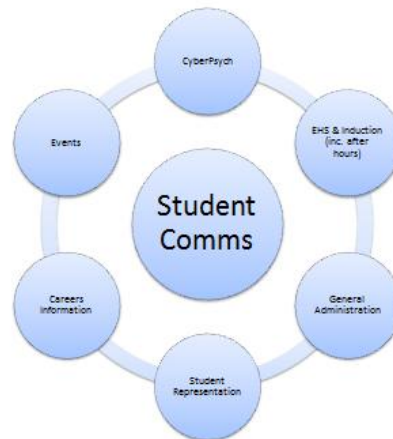
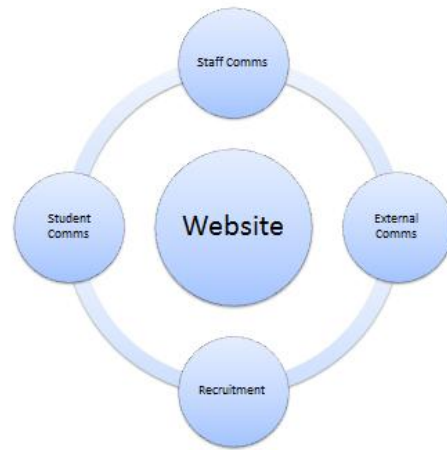
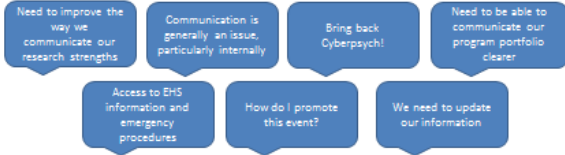
Present: Paul Dudgeon (Convenor), Daniel Little, Mei Lai, Simon Hall (Executive Officer)

Minutes	Action
<p><b>1. Apologies</b> 1.1. None</p>	
<p><b>2. Minutes of the previous meeting</b></p> <p>2.1. Minutes not available from previous meeting which took place in the form of attendance of the Web Governance Strategy Overview and Information Session by all committee members</p> <ul style="list-style-type: none"><li>• Nothing of significant consequence was reported back from the session with the exception that a Principal Web Officer has been appointed and due to start in February 2012 with a view to strategically reviewing the website and driving significant change</li><li>• The presentation is available through this link: <a href="http://www.youtube.com/watch?v=eYlyMQ5Mz1s&amp;feature=youtu.be">http://www.youtube.com/watch?v=eYlyMQ5Mz1s&amp;feature=youtu.be</a></li><li>• The Web Strategy Project website can be accessed here: <a href="https://www.its.unimelb.edu.au/projects/web-strategy-project">https://www.its.unimelb.edu.au/projects/web-strategy-project</a></li></ul> <p>2.2. Minutes have not been taken regularly or documented since May 2009 however the committee briefed Simon on discussions which had taken place during the last 2-3 years. These discussions revolved primarily around the need to scope out the development of a new website, incorporating the new 'University brand template' for websites</p>	
<p><b>3. Membership and Terms of Reference</b></p> <p>3.1. It was agreed that membership as it currently stood was appropriate:</p> <ul style="list-style-type: none"><li>• Website Convenor (Chair)</li><li>• Member of academic staff</li><li>• Department Manager or nominee</li><li>• Web manager (member of Tech Services team)</li></ul> <p>However, the most recent recommendations through the governance structure recommended the following membership:</p> <ul style="list-style-type: none"><li>• Technical Services Convenor (Ex-officio)</li><li>• Website Convenor (Chair)</li><li>• External Relations Convenor</li><li>• Member of academic staff</li><li>• Department Manager or nominee</li><li>• Academic Programs Manager</li><li>• Web manager (member of Tech Services team)</li></ul> <p>3.1.1. The committee will seek to review or gradually integrate the additional proposed members of the committee over the next few months, and will also seek to include the Head of School and Resources Manager as ex-officio members so as to provide input into potential major web development projects</p> <p>3.2. The latest Terms of Reference which were incorporated into the School's governance document outlined the following:</p>	<p>SH to amend governance document to bring to a future Committee for approval</p>

<p>The Website Committee is responsible for:</p> <ul style="list-style-type: none"> <li>ensuring the website and electronic noticeboards located on Levels 12 and 10 function well and are easy to use;</li> <li>ensuring that material on the website is up to date, accurate and conforms with University policy;</li> <li>assisting staff to represent the activities of the Department in teaching and research on the web; and</li> <li>monitoring and reporting on the website activities of the Department.</li> </ul> <p>Meetings, Minutes and Reporting</p> <ul style="list-style-type: none"> <li>The Website Sub Committee will meet six times per year subject to sufficient business to warrant a meeting.</li> <li>Committee decisions will be posted on the shared drive.</li> <li>A member of the administrative staff will act as Executive Officer.</li> <li>Agenda items are to be forwarded to the EO one week prior to the meeting.</li> </ul> <p>3.3. The Committee will review the membership and terms of reference at a future meeting. It was agreed however to invite the Head of School and Budgets Manager to the next meeting to provide input into potential proposals to be considered for significant website development</p> <p>3.4. It was agreed that meetings should occur more frequently so as to provide increased momentum to web development projects. Meeting dates will be confirmed at the next committee meeting</p>	
<p><b>4. Web strategy</b></p> <p>4.1. Simon Hall presented an overview of key areas which could be looked at when considering redesigning and restructuring the website (copy of presentation follow these minutes). These included:</p> <ul style="list-style-type: none"> <li>Staff communications</li> <li>Current student communications</li> <li>Student recruitment</li> <li>External communications</li> </ul> <p>4.2. The action points taken from the discussions were:</p> <ul style="list-style-type: none"> <li>Simon Hall to come back to the committee as to the merits of pursuing the adoption of the University's Content Management System vs an external redesign</li> <li>Simon to explore the possibility of Wordpress integration into our current website as a means to more easily updating events</li> <li>We should aim to leverage the momentum of the creation of the Melbourne School of Psychological Sciences which is due to be announced at the end of March</li> <li>Simon to consult with other staff in departments across the University regarding the platforms they use for their website</li> <li>Simon to seek input from the Faculty as well as Melbourne Medical School</li> </ul>	<p>SH to report back to Committee</p>
<p><b>5. Next meeting</b></p> <p>5.1. To take place on Monday 12<sup>th</sup> March</p>	

## Web Sub Committee

- Cross committee communications
  - Academic Programs (plus Professional Programs)
  - EHS
  - Tech Services
  - Research
  - External Relations



## Next steps

- CMS Review vs External redesign?
- Wordpress integration?
- Timeframe: MSPS momentum?
- Staff consultation?
- Faculty: FRU + MMS staff recommendations