

Wednesday, October 1, 2014

Proposed motion for the creation of an ad hoc committee for Faculty Senate Website Development

- A. Purpose: To improve access to information and documentation of the Leeward CC Faculty Senate. This improved access would provide senators with a clear and reliable way to access documents both current and archived during senate meetings. As well as serve the campus community by disseminating information about topics being discussed by the senate.
- B. Need: Over time the senate has adopted three avenues for online content delivery, Lulima Learning Management System service and two standalone websites.
- C. Actions Completed:
- a. Working with our campus web master we have identified <http://emedia.leeward.hawaii.edu/facultysenate> as the designated website.
 - b. We have review our current tools and implemented an organized navigation structure on the new website.
- D. Proposed Goals of this ad hoc committee:
- a. Consolidate, remove duplicate files which include sorting through several years of Minutes, Agendas and Supporting documents. Open each and categorize according to year using a standard naming convention.
 - b. Develop recommended procedures for uploading content to the website. Including naming conventions, roles & responsibilities.
 - c. Usability and navigation improvements based on feedback