



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

**FACULTY SENATE AD HOC WEBSITE COMMITTEE
ACADEMIC YEAR 2014-2015 REPORT**

The ad hoc website committee serves 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.

Goals and progress of this ad hoc committee:

Goal: 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.

Progress made: We consulted with the Leeward CC Curriculum Committee website manager, Rachael Inake. Her input and feedback led to the consolidation down to three main folders “Minutes”, “Agendas”, and “Supporting Documents”. In addition she recommended a consistent file naming structure. By consistently naming our files we can avoid duplicates and identify most current version of documents. We piloted the process of sorting through and renaming senate files from Laulima site and uploading them to Support Documents area on the senate website.

Goal: Develop recommended procedures for uploading content to the website. Including naming conventions, roles & responsibilities.

Progress made: The committee started a website guidebook to document best practices and inform future web editors on process and procedure to maintain the senate website. It is hope that once finished this guidebook will improve usability and consistency of the site.

Goal: Usability and navigation improvements based on feedback

Progress made: Comments where received that the Faculty Senate website imagery seemed dated. The issue was discussed however it was determined that there were other pressing priorities. It is anticipated that the campus will be updating its website back end software which include ability to improve visual appeal and navigation among other benefits.

Faculty Senate Website: The ad hoc website committee updated senate website.
<http://emedia.leeward.hawaii.edu/facultysenate/>

2014- 2015 Membership: Brent Hirata (chair), Rachael Inake, Irwin Yamamoto, William Albritton, Michael Cawdery (Senate Secretary)

It is my hope that the senate will continue to support this ad hoc committee in the coming academic year. However as my term as a senator will be ending a new committee chair will need to be appointed. I am interested in continuing to serve as a member of this ad hoc committee. It has been a pleasure to serve on the Faculty Senate.

Mahalo,
Brent Hirata
Chair, ad hoc Website Committee