Faculty Senate Website Ad Hoc Committee Report

September 23, 2015

Committee Members:
• Michael Lane – Chair, Rachael Inake, Irwin Yamamoto

Advisory members:
• Momi Kamahele, William Albritton, Michael Cawdery

The committee met on Thursday, September 17, to formula goals and assign tasks.

Meeting Agenda

• Current website status and ideas to improve site
• Site enhancements:
  o Improve site’s visual appeal
  o Create motions page and links
  o Upload current charter and bylaws
  o Create naming convention page
  o Update and add content for standing committee pages
  o Rewrite and enhance home page
  o Add pictures of FS chair, vice secretary, secretary
  o Update standing committees’ chairs page
  o Create links for current AY
  o Help standing committees add content to their pages
  o How to instructions on home page or via link
• Assign tasks
• Discuss committee membership

Tasks Accomplished or In Progress

The committee worked on these tasks from September 17 – 23.

• Updated home page with current information
• Created motions page and began content input and organization
  o Goal is to create a reference page for rapid information access
• Uploaded current charter and bylaws
  o Is date correction necessary?
• Updated and created links on the Meetings Date page
• Updated Committees pages with current chairs
• Started site beautification and readability and navigation improvements
  o Added lines and spaces to enhance readability
  o Added links to improve navigation
  o Underlining appropriate links
• Added additional content to Website Committee page to serve as an example for other committees
• Added definitions and functions to assist users
• Started updating and creating links on Meeting Agendas pages

Input Requests

• Change Committees page to list of committees, description/responsibilities, and a link to the committee’s page?
• Request that standing and ad hoc committees provide a description of their function to be listed on the Committee page
• Should Website Committee solicit input from the college at this time or wait until after the Faculty Senate provides input?
• Permission to change site banner to a smaller version or photo
• Add Executive Committee to standing committee list, and add committee page
• List student representatives on the Current Senators page (Name and student government position only)
• Types of documents for the Supporting Documents page