



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

## **Faculty Senate Website Ad Hoc Committee Report**

**September 23, 2015**

### **Committee Members:**

- Michael Lane – Chair, Rachael Inake, Irwin Yamamoto

### **Advisory members:**

- Momi Kamahale, 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:
  - Improve site's visual appeal
  - Create motions page and links
  - Upload current charter and bylaws
  - Create naming convention page
  - Update and add content for standing committee pages
  - Rewrite and enhance home page
  - Add pictures of FS chair, vice secretary, secretary
  - Update standing committees' chairs page
  - Create links for current AY
  - Help standing committees add content to their pages
  - 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
  - Goal is to create a reference page for rapid information access

- Uploaded current charter and bylaws
  - 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
  - Added lines and spaces to enhance readability
  - Added links to improve navigation
  - 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