# Committee Websites Project Plan

## Who

**Collegewide
Academic Senate
Academic Senate Executive Board
Accessibility Task Force
Accreditation & Institutional Quality Committee
Administrative Council
Assessment Committee
Budget Committee
Campus Health & Wellness Advisory
Career & Technical Education Council
College Council
Committee Chairs
Curriculum Committee
Educational Administrators Council
Enrollment Management Committee
Equal Opportunity & Diversity Advisory Council
Equivalency Committee
Facilities & Sustainability Committee
Faculty Chairs & Directors Council
Information Services & Instructional Technology Committee
President's Cabinet
Professional Development Committee
Program Review Committee
Safety Advisory Committee
SGA: Body of the Senate
SGA: Committee on Academic Affairs
SGA: Committee on Advancement
SGA: Committee on Government Operations
SGA: Department of Finance
SGA: Department on Legislative Affairs
SGA: Department on Student Activities
SGA: Department on Student Organizations
SGA: Elections Commission
SGA: Executive Board
SGA: Judicial Review Board
Strategic Directions

## Phase 1: Assemble & Disburse Info

*Complete by September 18*
In this phase we will assemble project info, share with, and solicit info from pertinent groups, and set timelines.

ASSEMBLE

- J.Marden, A.Leighton, C.Glaser to meet to discuss details and logistics

PRESENTATIONS
- College Council
  - C.Glaser on 09/15/17
- President's Cabinet
  - C.Glaser on 09/18/17

# Phase 2: Committee Homepage, Webmasters, Training

*Complete by October 14*
In this phase, we will review each committee landing page for accuracy. (Separately, the President's Office is responsible for the Committees homepage.) We will also identify the webmasters for each Committee page.

COMMITTEE HOMEPAGE REVIEW
- Are there committee sites that should be removed? Are there committees that should be added?
  - Where is the appropriate place for SGA committees?
- Bakersfield College drop down menu: What should stay and what should not?
- Bakersfield College Committees/Governance Calendar
  - Should this stay?
  - How should this be updated?
  - Who should update?
- Note sites that need to upload files in PDF format (Section 508)
  - No automatic downloads of forms
- Make sure that Search on BC website points to committee websites, as necessary

COMMITTEE WEBMASTER IDENTIFICATION
- Determine who is responsible for updating each committee site (committee webmasters)
  - Work with C.Glaser and T.Perry to identify

TRAINING
- Training Guides
  - Work with A.Leighton to produce
  - Separate into topic-specific guides
- Webmasters should be trained before performing additional updates

# Phase 3: Committee Landing Pages Review

*Complete by October 16 - November 4*
In this phase, we will focus on reviewing the committee landing page basics, creating a mechanism for certifying/signing off committee landing page updates, and working with committee webmasters to make, and keep sites current.

COMMITTEE LANDING PAGE BASICS
- Charge
- Membership
- List of committee webmasters
- Meeting dates & locations

- - Need to add these to the [main committee page](#) Google Calendar ([web@bakersfieldcollege.edu](mailto:web@bakersfieldcollege.edu) has access)
- Restructure sites to remove tabs (for web standards) and replace with new pages, as necessary (Section 508)
- ALL uploaded docs should be in PDF format (Section 508)
  - Include Section 508 requirements (link to PDF reader, etc.)
- Naming convention guidelines for uploaded docs

CERTIFYING COMMITTEE LANDING PAGE UPDATES
- College Council will include as part of its annual work plan the review and oversight of all college committee webpages

COORDINATING WITH COMMITTEE WEBMASTERS
- Routine review of committee sites
- Create a Listserv to communicate with all committee webmasters
  - P.Ferree
- Regular meetings
  - Bimonthly initially?

# Update Schedule

- Update committee charge (1st meeting of academic year)
- Update committee photo (1st meeting of academic year)
- Update committee membership (as changes happen)
- Agenda and supporting docs (minutes, etc.) upload prior to meeting (48-72 hours prior to each meeting)