1. REVIEW AND APPROVAL OF AGENDA
Agenda was approved.

2. APPROVAL OF MINUTES
Minutes from May 2010 meeting were approved.

3. ELECTION OF COMMITTEE CHAIR FOR 2010-2011
Francine Podenski was re-elected as committee chair for another year. She graciously accepted.

4. STUDENT GMAIL BRANDING ALTERNATIVES
Currently, the CCSF student email accounts are referred to or named “Student GMail” on the CCSF website and in CCSF documentation. The name is confusing for students who have other GMail accounts outside of the college. The CCSF Onliners group suggested the name be changed. Last spring, a proposal to call the new student email system “Ram Mail” surfaced. After much discussion, the committee will recommend to the CAC changing the name “Student GMail” to “CCSFmail” (note the capitalization of CCSF and lower case letters of mail should be consistent when used by the college). Discussion followed about a logo for CCSFmail and whether it is necessary. If the college pursues a logo for CCSFmail, it was suggested that the Production class in the Graphics Department develop a few designs which could then be voted on by the student body. If approved by the CAC, ITS will search/change all references to "CCSFmail" in the system in preparation for Spring 2011 registration.

5. RECENTLY PUBLISHED WEB PAGES – SLO, SHEP
The committee reviewed the new Student Hiring Eligibility Process (SHEP) web page. Special thanks were given to Nadine Rosenthal, Aaron Holmberg, Francine Podenski and Tom Hetherington for a job well done. The only problem reported with the new process was that some classified staff members were unaware of the changes and were using out-dated materials. Outreach to classified staff will benefit student hiring. It was suggested that a survey be conducted to assess the new hiring process. The committee also reviewed the new Student Learning Outcomes (SLO) webpage.

6. CCSF WEB PAGE PROPOSALS
The committee discussed who is responsible for the front page of the CCSF web site. Gohar Momjian from the Chancellor’s Office will be in charge of the Events portion of the front page. All proposals for additions to the front page will first go through the Communications Committee with recommendations made to the CAC.

Gohar Momjian discussed additions to the Chancellor’s webpage, including his Flex Day speech and Monthly Reports. The Office of the Chancellor web page is three clicks from the CCSF homepage. Momjian would like to see more visibility; one way to achieve more visibility would be linking the page from the drop down menu under About CCSF.

Jessica Williams discussed CCSF’s Grow Your Own Program’s need for a web presence. The committee agreed that she should talk to the owner of the page the program is linked from. In the case of the Grow Your Own Program, the Office of the Chancellor is the web page the program will be linked from. She will need to get permission there. Committee members also thought the program could reside under Student Services. It was
agreed that when new web pages are identified, the staff member must decide where on the hierarchical tree of folders in the CMS the web page will reside. Once known, the staff member can get permission from the owner of the governing web folder (i.e. Student Services, Library, Scheduling Office, etc.).

Patricia Arack, editor of City Currents, proposed changes to the City Currents webpage. The new page will have links to the Current Issue, the Archive and also Submission Guidelines. Committee members thought the link on the CCSF homepage should go directly to the current issue of City Currents instead of a landing page. Suggestions will be sent to Patricia. In the interim, she will make her proposed changes.

The committee recommended listing a Register to Vote link as an informational item under upcoming events or public information on the CCSF homepage.

7. MTVU Presentation
Dr. Hotchkiss, CCSF's Chief Technology Officer shared a proposal from MTVU, part of MTV Marketing to install monitors and distribute programming in our cafeteria and dining areas. The college would be allowed 15 seconds every quarter hour of its own programming and the rest of the time MTVU would play music videos and advertisements. CCSF would have no control over the types of advertisements. A committee member had reviewed www.mtvu.com, clicked on More Info for Jobs, and was asked to enter in several pages of personal information, including the Social Security number. The committee and Dr. Hotchkiss will not recommend MTVU to the CAC.