## ACCREDITATION Minutes
### RECOMMENDATION 2 – LASC WEBSITE

**Date:** November 1, 2012  
**Los Angeles Southwest College**

<table>
<thead>
<tr>
<th>Meeting attended by:</th>
<th>Dr. Jack E. Daniels, Ferris E. Trimble, Dr. Elmer Bugg, Dr. Oscar Cobian; Dr. Allison Moore, Dr. Angelica Salas, Dr. Patrick Jefferson, Felicia Duenas, La Vonne Hamilton</th>
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</thead>
<tbody>
<tr>
<td>Absent from meeting:</td>
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<tr>
<td>Guests:</td>
<td>Michael Clinebell (AMF Media Group)</td>
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<tr>
<td>Date:</td>
<td>November 1, 2012</td>
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<td>Time:</td>
<td>11:30 AM - 1:00 PM</td>
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<td>Location:</td>
<td>President’s Conference Room</td>
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<td>Minutes submitted by:</td>
<td>Ferris E. Trimble</td>
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**Agenda Topics:** Accreditation Recommendation 2 – LASC Website Upgrade

**Topic #1:** Dr. Daniels opened the meeting with a review of the ACCJC accreditation visit and specifically a review of Recommendation 2: The College maintain a functional website to encourage communication, particularly in the following areas: 1) information on programs and services for students, and 2) information and documentation on governance and other committee activities.

**Topic #2:** Dr. Daniels emphasized the following points:
- The mechanics of website access for both current students and prospective students;
- The role of the Public Information Officer (PIO) in developing and maintaining the revised website going forward;
- The input of faculty in developing department and faculty landing pages, i.e. micro-sites;
- AMF Media Group is to develop project approach; architecture, navigation, content management system; and assist in obtaining design approval with the various constituents;
- Updating existing content, the responsibility of all users;
- Website site training is to be conducted after revised website is released for testing;
- Create focus groups of faculty, classified staff, and students;
- Focus Groups were to completed by December 9th;
- AMF and Administrative Services (PIO) are to develop a template for faculty web pages;
- Navigation architecture is to be approved by the 1st Friday of December;
- Select participants for classified focus group.
- Next meeting planned for the November 19th at 2PM.