

**Notes from Faculty Senate Executive Committee (FS EC) Meeting**  
**September 25, 2019**  
**President's Conference Room, 3:30 pm**  
For the FS meeting of October 2, 2019

**In attendance:** William Fridley, Chris Moretti, Rhonda Richards, Kate Shannon, Dan Althoff, Randy Clark, Kyle Stafford, Blake Allen (Marketing Manager)

This document was emailed to EC members on Wednesday, 9/25, and hard copies were given to Kyle Stafford and Blake Allen at the meeting.



**September 25, 2019**

**RE: Meeting of the Faculty Senate Executive Committee and Dr. Kyle Stafford, Vice President of University Advancement, to improve the new Faculty Senate webpages**

Since 2011, I have served as the Faculty Senate (FS) Archivist. In that time, the FS website has become a reliable source of thorough, accurate, and timely information for faculty, administration, the university community, and the public. It is the essential site for facilitating shared governance at our university, and for providing a record of our institutional history. To restore and maintain the site's excellence and usefulness for our university, we request the following:

1. That the basic page structure be re-ordered.

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2. That the Archivist be given access to the webpages in order to ensure the timely posting of FS and University Committee documents.
    - a. That the Media Bin be restored with all existing FS documents.
    - b. That the Archivist be given access to the cached FS pages from the previous website for purposes of viewing as a point of reference.
  3. That the restorative posting of FS documents be continued (currently done by Shelle Cassell) at the Archivist's direction and request.
  4. That the Archivist may request assistance from IT and Network Operations staff, and that the Vice President of University Advancement communicates to IT that he supports providing this assistance to the Archivist.
  5. That the Search function be activated to find terms in the FS Documents.
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**Responses to the five requests, in brief:**

1. Blake Allen said that each of these changes can be done, and Fridley provided clarification of the recommended changes.
2. Stafford had no objections and will consult with IT/Network Operations to ascertain how to load the Media Bin with document files and how to provide viewing of the cached website. The Archivist will be given access.
3. Stafford views the restoration of documents as an ongoing project. Timeframe and degree of promptness is uncertain, but the restoration can be done.
4. Initial thoughts – communicate requests to Marketing and then figure out who in IT they would need. This will help keep everyone on the same page and will prevent disparate actions that aren't communicated between all parties. At the least, the Archivist needs to keep Marketing in the loop by copying Blake Allen on emails. Send an email to IT and cc [webupdates@se.edu](mailto:webupdates@se.edu).
5. When you transition to a new website, documents are indexed by Google. Marketing has the code for Google indexing, and it has yet to be activated. We were assured the indexing/search feature will be activated, soon. The bulk of FS postings are PDFs, which are indexed, searchable, and compliant.

**Additional points of discussion:**

- It was acknowledged that the company SOSU partnered with (Knowble Media) for the website development was 100% oriented toward serving an *external* audience. Roughly 90% of the problematic issues reported have been *internal* (i.e., within the university community).

- A question was raised concerning VPBA Dennis Westman's 9/25/2019 email:

***my.SE Portal***

As a reminder, the my.SE portal is live! Please visit <https://my.se.edu/> for details! To gain access to the services, please log in using your domain username and password. And don't forget to add it as one of your favorites!

- Why is the new landing page for logins a separate website and why does it need to be bookmarked? It was noted that the link is available on the [Faculty & Staff Resources \(System Login\)](#) page.
- Stafford asked Fridley for an example of a problem that IT had traditionally handled. The Back-Arrow function was mentioned. Fridley informed Shelle Cassell (currently performing the website feedback requests) that it was not functioning properly (i.e. didn't return to the previous page). Cassell stated that this couldn't be fixed. Fridley recommended a "workaround," viz. that pages be opened in a new window. Stafford asked if this was an acceptable option. Yes, if the practice is followed consistently.
- Fridley noted that hyperlinks in FS documents (and in many documents from various university offices) no longer worked. The FS has come to rely on the convenience and efficiency of linking documents. In previous years, when faculty and administration did not enjoy the cooperative conditions we now have, the FS found it necessary to approve a measure authorizing the use of hyperlinks in documents. When given access to the website, the Archivist will begin the process of restoring hyperlinks, beginning with the most recent documents.
- **Recap:** Should give Fridley access on Friday or Monday. Will email William for approval of the basic structural changes, once they are made. Will investigate how to load the Media Bin and to provide access to the cached site for viewing. Restoration of older documents will continue. The Search function will be activated.
- It was noted that the search function (*magnifying glass icon*) does not function with Mac computers and the Safari browser. Stafford and Allen will look into this.
- The existence and fate of [homepages.se.edu](http://homepages.se.edu) (a parallel set of pages from years ago) was discussed. Stafford will look into this.

Respectfully submitted by William Fridley, Archivist  
Meeting notes drafted by Rhonda Richards, Recorder