UF UNIVERSITY of FLORIDA

IT Web Services Advisory Committee
Meeting Minutes
December 7, 2016

Members Attending: **Invited Attendees:**
Fedro Zazueta, *on behalf of the committee chair*   Anne Allen
Brande Smith   Jennifer Smith
TJ Summerford
Wendy Williams

The meeting was called to order at 3:00 PM.

Agenda Topic

I.   This is a single topic meeting to make final recommendations on the Web Policy Subcommittee's EIT Policy draft. A hard copy, which included the most recent comments submitted by the committee and reviewed by Brande Smith, was distributed. Comments: This draft is as clear as it can be. A five year life cycle, (for a strategic plan to be implemented), has been included, to allow enough time for enterprise-wide adoption. Several definitions have been updated.

Controlled Web Pages and Applications - Is there concern regarding third party published materials? "Published" as used here pertains to UF. Would it also pertain to third party websites hosted by UF under "courtesy domain names" and how to address the problem of non-accessibility on these sites? Remove the terms "hosted" and "maintained". The language has to protect UF against all these potential problem areas. What about organizations representing UF? There are thousands of student groups, but only a few are funded by UF, (considered an extension of UF). UF is responsible for some things which it doesn't own or control? UF is responsible for actual courses. "All public-facing university webpages and applications shall comply with the standards." Regarding a concern over dates and the policy, from time to time we'll need to revisit the dates in the policy. A timeline must be included to ensure the highest percentage of adoption.

Instructional Materials - Do we need to make mention of procurement? We have a "Procurement" section, there's no need to mention it in the "Instructional Materials" section.

Procurement – UF is not alone in asking vendors for compliance. Other universities are also doing so. This will be an incentive to vendors to adhere to compliance. Should a date for compliance be added to this section? The materials should already have been compliant, so no date is specified. One of the biggest issues and concerns in this area is cost. Make recommendations, but do not include in the policy.

Definitions – Definitions have been added by suggestion; additional suggestions are welcome. Please read through the document and if there is a term which should be included in definitions, please notify Anne Allen.

Policy Standards and Guidelines – Will need to be added. Standards are what are adhered to and guidelines provide examples. Guidelines to be included in each section? As needed/useful. Could guidelines encompass suggested training? Learning how to apply standards requires more than "guidelines", it requires training. [For reference, UFIT has a UFIT Policies page.]

II.   Action Items:
   a. Anne Allen will post a clean copy of the draft document, (as discussed during the November 10 and today's committee meeting), to OneDrive. It will be available for comment through COB Friday, December 10, then submitted to the VP & CIO. No comment will be synonymous with approval.

Meeting adjourned at 4:03 PM

Next meeting: Thursday, January 12, 2017