

Web Services Advisory Committee  
Meeting Minutes  
February 11, 2016

**Members Attending:**

Azfar Mian, *Committee Chair*  
Debra Amirin  
Amanda Brown, (for Anthony DeSantis)  
Margaret Fields  
Brande Smith  
Renato Squindo  
Jeff Stevens  
TJ Summerford  
Wendy Williams  
Nicole Yucht

**Invited Attendees:**

Fedro Zazueta  
Anne Allen  
Kim Standifer

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The meeting was called to order at 3:08 PM

The Committee Chair opened the meeting with introductions around the table.

- I. Introduction & charge to the committee – Fedro Zazueta:
  - a. Web services is equally critical to all UF stakeholders; faculty, students, staff and external users, (alumni, etc.). A significant amount of interaction with the university takes place through the web. Its importance is such that direction for the UF web presence is provided at level of the President’s office. The IT strategic planning governance structure is an essential component of this process. As a governance component, this committee is “advisory”. Recommendations are communicated by the committee chair, directly to the CIO, who in turn presents same to the President’s Cabinet.
    - i. The focus of this committee is threefold, to develop and recommend:
      1. Policy.
      2. Standards.
      3. Priorities.

The role of the committee is in support of these 3 things. Outside the scope of the committee are projects and project management. Members of this committee are charged with attending to the interests of the university and not to individual units. The purpose is to support faculty, students and staff in doing their work effectively. In the past this committee has been very productive. In this new committee, the current

members were selected because of their knowledge and expertise in various areas important to envisioning, creating and delivering successful web services.

II. TerminalFOUR (T4) Update - Kim Standifer:

- a. The current online landscape is very diverse; people doing different things and using different tools. T4 was adopted in order to:
  - i. Reduce information systems security related risks.
  - ii. Provide a web content management system that does not require a high level of expertise to deploy and manage web content. This frees up resources to assist in other areas.
  - iii. Provides a consistent brand and presence on the web.
- b. To assist with the migration process, UFIT Web Services provide training, (both online and face-to-face) and migration support. We're available to meet with departments to answer questions and concerns regarding migration. Please contact me by email, standik@ufl.edu to schedule a meeting.
- c. Recently, we resolved performance issues within the system, working with the vendor. We plan to deploy Version 8 in time for the summer term.
- d. We are aware that there is some misinformation/misunderstanding concerning T4. Please, take the training first, take a look at our website, webservices.it.ufl.edu then contact my office and we will schedule time to talk/meet with you to assist and answer questions.
- e. Discussion and Q&A: Question: Is the T4 product solely a web content management system? Reply: Yes. We provide/load content, which is then hosted by the individual department or through UFIT. Question: What about security threats? Reply: The security process for vetting the system has become a bottleneck, but this process is very necessary, (all UF systems are vetted for security). Having a centrally managed WCMS will significantly reduce this risk. Comment: Colleges are waiting on form and function. Comment: Given the [potential] complexity of moving Wordpress supported sites into T4, is there a realistic timeframe for migration, at the university level? Comment: Units are migrating at their own pace. Comment: The benefits of migration have to be effectively communicated; migration must be easy and efficient.

III. Report on Subcommittees - Anne Allen: The subcommittees have been comprised of committee & non-committee members, (representatives from Human Resources, the General Counsel and UF Health offices, etc.). Question: Does mobile computing include apps? Reply: Yes. Question: How does communication between subcommittees take place? How does security, e-commerce, enter into place? Comment: Many committees advise on many areas; improving learning outcomes, cost-effectiveness, facilitating discovery. When there's an overlap, those committee chairs communicate directly with one another. Information is shared openly. Previous subcommittees include:

- a. Web Policy: This subcommittee worked on policies which can be found on the IT Policy [web] page, [www.it.ufl.edu/policies](http://www.it.ufl.edu/policies), with the exception of accessibility. Accessibility guidelines have been adopted from policies already in force.
- b. Mobile Computing: Mobile computing is ubiquitous with disparate initiatives. This subcommittee looks at UF's mobile environment with an unbiased view.
- c. Web Content: This committee looks at how content is presented, style-wise.

Does the committee wish to continue with these subcommittees? Committee Chair: Let's have a conversation via email, discussing what subcommittees we want to see. Let's start mobilizing on what we'd like to choose and what would make sense for UF.

**\*Action Items:**

1. Committee chair will initiate a conversation with the committee, (via email), to discuss subcommittees. Focus of conversation will be to select subcommittees that are relevant, useful and of benefit to UF.

Meeting adjourned at 4:00 PM

**Next meeting: March 10, 2016 at 3:00 PM**

Minutes Prepared & Submitted by: Kate Leigh