

Graphic Standards and Web Communications Committee
Meeting Minutes
22 October 2013

Meeting called to order at 3:00 pm.

In attendance: Chair Terry pace, Vice-Chair Melissa Driskell, Clarissa Hall, Carol Lyles, Jim Martin, John McGee, Dhrumil Patel, Karen Hodges, proxy for Birdie Bailey (Melvin Davis), proxy for Jason Flynn (Michael Blair), proxy for Jeffery Hodges (Shane Herman).

Item 1: Review of last meeting's minutes. Approved by a call from James, seconded by Lyles.

Last meeting we discussed considering a review of the membership of the committee. Faculty-at-large versus college representatives were defined. Committee decided that it might be useful to have an Art faculty as a member by position. We suggest removing the Coordinator of Academic Technology by position member and replacing them with an Art faculty by position.

Graphic Standards document was reviewed page by page. Hodges, who will edit the document, noted revisions.

Faculty and staff need to be educated about the graphic standards. An email to the university was suggested.

It was suggested that we speak with Thornell about document editing. We wish to know if we can continuously edit the document as needed without having to submit the document to the Shared Governance for approval every time, specifically things like taglines that change frequently. Also, who decides when a change is needed to the layout or design of the school standards? We would like to have an electronic document only that could be edited in real time as needed.

Next meeting was set for November 19, 2013, 3:00 pm.

Pace moved for the meeting to be adjourned at 4:12 pm. Seconded by Patel.