UCSB Web Standards Group (WSG)
Charter
Approved 4/20/2010

Purpose

Through broad-based campus cooperation, coordination, and consultation, the Web Standards Group makes recommendations for guidelines and best practices pertaining to campus Web site usability, accessibility, standards, and security; serves as a resource for disseminating information on these guidelines, as well as other Web-related information and tools; and provides training to the campus in support of the practices it recommends.

Background

The WSG was formed in May 2005 as a subcommittee of the New Business Architecture (NBA) group, whose mission was to champion campus-wide information systems strategic planning and coordination. Student Information Systems & Technology Associate Director Lubomir Bojilov conceived, proposed, and organized the subcommittee, and served as its first chair.

The WSG became a task-level subcommittee reporting directly to the ITPG in Fall 2005. The group met twice a month through the end of 2006 to develop a set of Web standards recommendations, which were reviewed and endorsed by the ITPG, the ITB (Information Technology Board), the Office of Information Technology, the Office of the Executive Vice Chancellor, and the Office of Public Affairs. These recommendations were published as the UCSB Web Guide in January 2007.

The WSG continues to update its recommendations as technologies, laws, and the needs of campus constituencies evolve. In addition, since January 2006, the group has been active in organizing and presenting a series of workshops and brown-bag forums to provide training for campus Web professionals.

Goals of the WSG

- To recommend a set of Web guidelines and best practices pertaining to usability, accessibility, and identity as standards for UCSB campus Web sites.
- To provide training to campus Web professionals in support of these recommendations, and to raise campus-wide awareness of UCSB policy related to the Web.
- To create and maintain a central campus resource for disseminating information on UCSB Web guidelines, as well as other Web-related information, resources, and tools.

Organization of the WSG

I. Membership – Membership of the WSG is open to the campus community.

II. Voting – For general voting on committee motions and recommendations, any member present may vote. For officer elections, WSG members who have attended a minimum of 25% of the meetings held in the previous year (or since they joined, if less than a year) may vote.

Officers

I. Co-Chairs – The WSG Co-Chairs are expected to provide the following functions:

   a. WSG Executive Functions
      i. Chair meetings, facilitate discussions, and encourage participation.
      ii. Cause meeting agendas and minutes to be prepared as required.
iii. Provide management and oversight of subcommittee efforts, helping to ensure that subcommittee and WSG efforts are aligned.

iv. Attend and report upon meetings of other campus web technology and planning groups.

b. Representation to the ITPG

i. Represent WSG opinions to the ITPG: either by referencing existing position papers or bringing topics back to the WSG for discussion and response.

ii. Report ITPG topics and discussions back to the WSG.

c. Communications

i. Promote the communications and collaboration goals of the WSG.

ii. Provide informational updates to members via electronic communication in advance of meetings.

II. Terms

- The term for the Co-Chair positions is two years, staggered so that each co-chair’s current term overlaps the other co-chairs term by one year. At the termination of one Co-Chair’s term, elections are performed to fill the position of Co-Chair. Members may be re-elected an indefinite number of terms.

III. Desired Characteristics of Officers

a. Should be an active participant in the WSG.

b. Should receive an approval from their department for the required commitment of time.

c. Should have integrity and ability to represent a viewpoint of the WSG which may differ from their personal viewpoint.

d. Should have enthusiasm for the leadership role.

IV. Nomination

Candidates to fill the position of Co-Chair shall be presented to the WSG by a nomination committee. WSG members may submit themselves for consideration, a member may submit another member, and the nomination committee may solicit candidates. Members who wish to be considered as a candidate must submit a brief statement of their qualifications, how they would approach the WSG leadership role, and an assurance that their supervisor or department would approve the commitment of time required. A selected nominating subcommittee shall present candidates at least one month before the election meeting.

V. Election

Election for the Co-Chair shall be conducted by secret ballot at the regularly scheduled February WSG meeting. Proxy votes may be sent by electronic mail to the standing Co-Chair prior to midnight (00:00) of the day of the election.

WSG Meetings

I. Meeting Schedule – Meetings shall be held on a regular monthly basis or as necessary.

II. Meeting Agenda – One of the two Co-Chairs shall prepare an agenda of meeting items submitted by members, the WSG, or other campus constituencies. Standing agenda items should include member announcements, reports from subcommittees, and any reports from
the ITPG. Agendas shall generally be disseminated at least 3 business days prior to a regularly scheduled meeting. Though earlier notice is preferred, topics not requiring a WSG action may be added to the agenda at the time of the meeting.

III. **Meeting Minutes** – One of the two Co-Chairs shall cause meeting minutes to be prepared and distributed or made available prior to the next scheduled meeting.

### Subcommittees

The WSG officers or members may create standing or limited subcommittees or workgroups to perform activities within its purview. Subcommittees should:

- Be provided or provide a stated charter or purpose.
- Appoint a liaison to the WSG to provide communications between the WSG and members.
- Provide regular reports to the WSG membership on the activities and issues of the committee.
- At the conclusion of their efforts, provide a document of their findings to the WSG.

### Coordination and Communication Goals

I. Members are encouraged to provide announcements of technology events, activities, issues, and staffing changes, and to submit issues for group consideration or research, and topics for presentations and WSG supported workshops.

II. WSG Agendas, minutes, records, resources, and work products should be readily available online.

III. This Charter document should be reviewed annually in April by the Membership to ensure that the goals and procedures continue to serve the campus and the WSG constituencies.