2016-2017 CALA Mid-Year Committee Report

Web Committee

(12/15/2016)

Your Name: Weiling Liu
Email: w.liu@louisville.edu
Committee Name: Web Committee
Committee Roster:

  Weiling Liu (Co-Chair and webmaster) w.liu@louisville.edu
  Yanhong Wang (Co-Chair) yanhongcala@gmail.com
  Minhao Jiang Minhao.jiang4cmte@gmail.com
  Jingjing Wu jingjing.wu@ttu.edu
  Suzhen Chen suzhen@hawaii.edu
  Chenwei Zhao chenwei.zhao@gmail.com
  XiaoYu Duan zhizhe13@gmail.com
  XueYe Zheng 95zheng@cua.edu
  Tiewei Liu tieweil@csufresno.edu

Committee Charge:

  Assist the Webmaster to develop and refine the Association's websites and online systems.

Tasks Completed (according to the 5 Goals Outlined in the CALA 2020 Strategic Plan if Applicable- Be Specific):

  - As of December 7, 2016, we have 46 requests. Among them 37 were posted and the total paid amount is $6064
  - Performed monthly backups
  - Performed at least 5 system upgrades
  - Updated pages of Committee, Bylaws & Constitutions, Handbook, some Web forms, and Newsletter, fall 2016 issue
  - Setup one survey for Social Media Survey

Goals and Objectives Accomplished:

  - (2020 Strategic Plan, Goal.1.3) Membership Directory support
    i. Online Directory (12/31/2016) (Jingjing, Weiling) (continued from FY2015-2016)
      - Intranet login accounts were created for annual members whose membership expires by 12/31/2016
      - A reminder for renewal was sent via LimeSurvey

  - (2020 Strategic Plan, Goal.2.4)
CALA 2016-17 election  
i. Setup a form for call nominations – (Xiaoyu, Chenwei)  
   A Web form for nominations was created on the main website.

Goals and Objectives to Be Completed:

- (2020 Strategic Plan, Goal.5)  
  a. Continue the restoring the rest of pages (mainly Board documents) (Suzhen, Xueye, Weiling)  
  b. Migrate sites or listservs that use domain, web-cala.org (Minhao, Weiling)  
  c. Review web contents for retention, revision, development and weeding, editorial guides, SEO, site activities, etc.

- (2020 Strategic Plan, Goal.1.3)  
  i. Online Directory (12/31/2016) (Jingjing, Weiling) (continued from FY2015-2016)  
     • In the process of preparing the list for creating Intranet logins for current members and membership information for Online Directory  
  ii. Provide assistance to Print Membership Directory project if any (generated a member list and is waiting for further information (Jingjing)

- (2020 Strategic Plan, Goal.2.4)  
  ii. Election support (early 2017) – (Xiaoyu, Chenwei)

- (2020 Strategic Plan, Goal.6.1)  
  a. Improve contents, structures and publishing experiences on the CALA's public interface.

Budget Requirements or Reimbursement Requests (if any):

Questions/Comments/Suggestions for the Board (if any):

Summary Paragraph: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.

Strived to carry on routine maintenance tasks at a timely manner. As of December 7, 2016, 46 advertising requests were received and 37 of which were posted. Board document pages as a whole were all restored and reorganized. Online Membership Directory was setup and linked in the Intranet site. Member login creation are in process.