

Senior Leadership Team Meeting  
Staff Edition  
January 6, 2021

1. Approve minutes from last meeting
  - a. Minutes approved.
2. Library website governance structure changes (Robin)
  - a. As we prepare to transition the library website (and only the library website: library.gwu.edu) from Drupal 7 to Drupal 9, we are making some big changes in terms of usability and right-sizing our priorities—including website governance.
  - b. The current model has subject experts attempting to learn enough web to keep the website updated. The new model will have web experts asking questions of/working with the subject experts to keep the website updated.
  - c. Goals for D9 Library Website
    - i. Designed around user needs and not library departments
    - ii. Highlights services and digital collections over physical collections
    - iii. Minimizes use of the word "collections"
    - iv. Maximizes flexibility to respond to currently unimaginable changes
    - v. Reflects current and future priorities, not past library assumptions
    - vi. Mobile-first design
    - vii. Meets GW's digital accessibility standards
    - viii. Sustainable, both technically and for content
    - ix. Launch target: minimum viable product to launch in Summer 2021.
  - d. Discussion
    - i. Are we considering consolidating/simplifying the vast number of pages we maintain, especially in light of requests for new pages?
      1. Many current pages (consisting of unmaintained old events, blog posts, etc.) are identified and scheduled to be removed.
      2. Two schools of thought on website organization—either everything is on one page or things are more digestible and link elsewhere. With easy-to-use anchor links, having one single page is made a more manageable and user-friendly proposition.
    - ii. If current governance is not working to some extent, then this approach makes sense. It sounds as though there will be a heavy initial lift and then website experts will take over sustainable management; is this correct? What will be asked of the web content team, and how will that team be assembled?
      1. Depends largely upon the degree of support we will receive from the Communications Shared Services organization.
      2. As for the web content team lift: would anticipate one hour per month of training on a particular issue, one hour per month giving feedback, one hour per month spent making website changes and

updates. However, this work is cyclical; August, for example, is a very busy month for updating.

3. As for assembling the web content team: would need staff who have a) the time to do this and b) the managerial support. Almost anyone can be trained to handle this work. Would also prefer employees with attention to detail.
  - a. As an alternative to SLT identifying employee(s) in their area, and with consideration for sustaining this model as people come and go, might we think about opening a general call to LAI to identify employees with strong interest in leading this work?
  - b. We also need to maintain visibility into levels of effort across our areas.
  - c. Opening things up more broadly might align with our DEI values.
- e. Resolved: At next Tuesday's update, we will ask managers to nominate interested employees (and ask interested employees to approach their managers); thereafter, we will evaluate the nomination pool and check with managers/SLT on final team composition (and maybe identify alternates).
3. Diversity Committee December briefing (Elizabeth)
  - a. How can we support, collaborate, and communicate with the Committee around DEI programming?
    - i. An SLT liaison (i.e. Nia) should function both to convey expectations from SLT and bring feedback from the Committee to SLT.
    - ii. We need to ensure that the Committee feels empowered to lead.
  - b. Dean's DEI Lunch Series: we communicated that this series would launch to sustain momentum until such time as the Committee was sufficiently prepared to take things over.
    - i. It remains important to demonstrate that there is leadership commitment to this effort, which the Dean's facilitation has highlighted. But others can step up and lead with the visible and strong support of SLT.
    - ii. Perhaps this could be as simple as asking people to sign up to lead each week on a topic of their choosing?
  - c. Did we provide the charge included in this document?
    - i. We convened the group and communicated that the Committee should ask for what they want (e.g. in terms of financial support) but understand that we do not have much in the way of resources. The charge included in this document is of the Committee's creation ("Vision" and "Mission" sections were shared in the October 2020 presentation).
  - d. Resolved: SLT to resume this discussion once Nia can provide additional context. Elizabeth to thank Ashley for the update on behalf of SLT via email.
4. January 8th celebration proposal (Tyler)
  - a. How to submit recipes

- i. Tyler to circulate a call for submissions (recipe in Word/photo/PDF form and 3-5 sentences explaining its story/meaning) via email on January 6, with a deadline of COB January 7.
      - ii. People will also be able to share day-of.
    - b. Recipes to be stored in Google Drive
    - c. Event structure
      - i. Geneva to make opening remarks and preview structure.
      - ii. Cooking channel-type setup with one (or more) home cooks giving live/pre-taped demonstrations—ask for volunteers in submissions email?
      - iii. LAI staff to share their recipes and stories in order, with any day-of sharers going afterward.
      - iv. Geneva to make closing remarks.
      - v. Logistics: Tyler to host and manage Webex, with Robin joining as co-host.
    - d. Post-event
      - i. Recruit #kitchen volunteers to standardize recipe format?
      - ii. Compile, edit, and publish a new edition of the LAI cookbook?
      - iii. Free tools are available to collect/publish recipes (e.g. in a food blog format) that could greatly lighten the workload here.
      - iv. We can think this through after the event on Friday.
- 5. Armand will be sending FY2022 budget templates shortly, to be compiled and prepared for submission by the end of January. Please keep an eye out!
  - a. Are we preparing as though we will be on campus? Yes.