

AMIA Student Chapter Website

a plan

October 2007

Site Objectives

1. Visible/accessible online presence for the UCLA AMIA student chapter
2. Document activities of student chapter
3. Showcase members of AMIA Student Chapter
4. Facilitate communication among members
 - share info about activities
 - provide info about things relevant to students during their studies
5. Provide resources for members to refer to
6. Facilitate communication with outsiders: prospective students, professionals
 - learn about the program, about students
 - provide way to contact program

Audience

1. Current members of the organization
2. Professionals and interested persons in the moving image archiving community
3. Prospective members of the organization, prospective students
4. Past members

Content Needs

1. Info about events: upcoming events, past events – tours, workshops, meetings
2. Info about the student organization – its members, officers, and history (including ties to AMIA)
3. Info about who students are: names, bios, interests, work completed
4. Resources for current students: class materials, PowerPoint slides, links to other resources

Proposed Sections

MAIN

News/
Announcements

Schedule/Calendar of Events

EVENTS

Workshops,
Tours

Meetings

Photos

ABOUT

About the
Student Chapter

Constitution/
Rules

History

Student Officers

Contact Info/
Feedback Form

STUDENTS

Student Profiles

Student Work

Alumni

RESOURCES

Links

Resource
Materials

List-Serv Post of
the Week

Questions/
Advice

In Detail...

MAIN

This section consists of the home page ("Welcome!").

- It's the first thing new visitors will see when they go to the website
- Should provide a BRIEF intro to who we are and what we do, but encourage people to visit the other sections
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- For regular visitors, this section should also provide the most recent additions to the site, especially announcements and upcoming events.
- For regular and new visitors, there should be a box of "Quick Links" to sections that are visited the most frequently (*ie.*, student work, resource materials, calendar of events)

Update Frequency: As often as necessary, at least once a week.

How it could work:

- Home page should be static. Pretty photos!
- Announcements section can be created and updated using Blogger.
- RSS feed of the last 3 announcements can be inserted into the home page so it will be updated automatically
- For schedule/calendar, can link to a web calendar app with optional iCal subscription feed. Alternatively, can just create a list on a Blogger page and update that page accordingly.

In Detail...

EVENTS

This section provides details on various events and meetings

- Events include: workshops, tours, meetings, symposia, lectures, screenings, tea parties
- One page for upcoming events: Description of event, where, when (date/time), map/directions, other relevant details
- Another page for past events: Contain same as above, minus map/directions, plus follow-up/summary of what we did? Invite comments from those who attended?
- For meetings: Include minutes of the meeting, maybe who attended?
- Photos

Update frequency: As often as necessary, whenever event comes up.

How it could work:

- Event announcements/descriptions can be made using Blogger and updated using same.
- Photos can be updated automatically using a Flickr feed, or create a Flash gallery with apps like SimpleViewer^{\$} + Picasa

In Detail...

ABOUT

This section provides information about the group and its members

- About the student chapter: what the student chapter is about, how it's associated with AMIA, how to join
- History of the chapter: timeline, milestones
- Constitution: there's one on the old site
- Student officers: who they are, what they do, contact info, link to their profile page
- Contact info, feedback form: for people to contact officers and members about setting up events, make suggestions, vote on things, or general feedback

Update frequency: At least once a quarter, to keep sections up to date

How it could work:

- Static pages
- For feedback form, could use an form submission service^{\$}, CGI, or just link to an email address.

In Detail...

STUDENTS

This section serves as a showcase for members of the student organization, past and present

- Student directory with name, year, department, link to personal profile
- Each student should have his/her own profile page, which consists of a picture, contact info, and bio with background, interests, professional aspirations, etc. Could be like an informal resume/CV.
- All information is strictly voluntary. Each student can be responsible for creating and maintaining his/her own profile page
- Separate page for alumni: who they are, where they are now, past work. Strictly voluntary
- There should be a separate index page listing all work produced and made available by students, ordered by class, student, subject, and chronologically.
 - o Should provide guidelines to what kinds of things to upload and their file formats.

Update frequency:

- Student profiles: as often as needed
- Directory and index: At least once a quarter.

How it could work:

- Each student can create/maintain his/her own page
- The index/directory page of student work could be static, and updated regularly by hand
- Students should give their files and pages to the website person for upload

In Detail...

RESOURCES

This section is mainly for current members. Resources includes anything students want to see or should see. Ideally they will visit often to see what's new, what's interesting.

- Links (can all be on one page, or each category in its own page)
 - o to other student organizations
 - o to the program
 - o to AMIA and other professional moving image archiving-related organizations
 - o to other sources of information
- Materials
 - o Course materials, syllabi, lecture notes
 - o PowerPoint slides, photos from workshops, lectures
 - o White papers, articles
- AMIA Post of the Week – a post that someone decides is interesting, pertinent, helpful, fun. We discuss.
- Q&A column – For questions, advice, or general ranting (moderated?).
 - o E.g., Student posts a question, we pose it to Faculty or Professionals, and post the answer.
 - o We discuss.

Update frequency: As often as possible, at least once a week.

How it could work:

- Links, materials could be static, updated by hand, organized/indexed by category and topic
- Post of the week, advice column: each could be a Blogger post, so anybody can comment.

Notes

Why Blogger and flickr?

- Both are free.
- Both are completely customizable and hosted, meaning we won't have to find/pay for a host ourselves.
- Both are very easy to use, even by casual users
- Once implemented, adding content will be easy, which facilitates frequent updating.

Estimated time load:

- To design and build website: 20-30 hours total.
- To create initial content: 10-15 hours total.
- For the person maintaining the website: at least 1 hour a week
- For those who are creating posts and moderating content: at least 2 hours a week.

Speaking of moderation:

- Especially for comments and student-submitted content: should there be someone to make sure what goes up is relevant or suitable for this site? Who?

Do we want analytics?

- Site visitor count, page views, geographical IP locator