



CALA - Chinese American Librarians Association 華人圖書館員協會

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Submission #2829

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Submission information

Form: [Committee Report Form - June 2015](#)

Submitted by Visitor

Sunday, May 31, 2015 - 15:17

74.134.84.173

Your Name:

Weiling

Email:

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Committee Name:

Web Committee

Committee Roster:

Weiling Liu (Webmaster and Co-Chair, 2014-2015)

Amy Jiang (Co-Chair, 2014-2015)

Mingyan Li

Xiaocan Wang

Yanhong Wang

Haihua Li

Committee Charge:

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

Tasks Completed According to the Five Goals Outlined in the CALA 2015 Strategic Plan if Applicable and Please Be Specific:

- Processed 46 job ad requests (40 of which were posted) between 12/16/2014 and 5/31/2015
- Setup system and provided support to GMA Chapter, Midwest Chapter and CALA 2015 elections
- Setup system and provided support to seven forms for the Board's online voting
- Generated a list of related information of 2014 members for the CALA 2014 Self-assessment Survey Task Force for data analysis
- Evaluated WordPress and Concrete5 content management systems in preparation for the new website migration project
- Updated the website (cala-web.org and my.cala-web.org) to a new theme and reorganized the website structure to fit with the new theme
- Updated the webform and provided support to Mentorship Committee and New Book Awards Committee
- Created a restricted page and link to the online directory for testing; the link was sent to Executive Committee and Membership Committee Chairs for comments on March 5, 2015.
- Provided assistance to Print Membership Directory project, by generating member list and templates
- Reviewed CALAlist announcements and websites to find related information missing from the Awards & Scholarship pages
- Provided training on the systems to Web Committee members
- Monitored CALAlist, Chairs and CALABoard listservs. Tasks include approving posts sent from emails not on the list, adding or removing emails to or from the lists
- Created logins for new members to the Intranet, myCALA-Web
- Assisted in resolving any online systems or email related issues
- Updated instructions on Membership Record Management Instructions
- Performed backups, maintenance work on the servers and processed monthly account payments

Goals and Objectives Completed:

See attached 2014-2015 Project Plan

Goals and Objectives to Be Completed:

See attached 2014-2015 Project Plan

Budget Requirements or Reimbursement Requests (if any):

none

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

(See Summary below)

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

This summary covers 7/1/2014-6/30/2015

1. New website:

- Conducted an inventory on the structural of CALA's website and pages of Awards & Scholarship category, finding and updating missing pages;
- Reviewed three major content management systems as the platform for the new CALA website;
- Draft the new front page with a new banner created by Tingting Peng, a student assistant at UIUC.
- Updated the websites (cala-web.org and my.cala-web.org) to a new theme and reorganized the structure to fit with the new theme

2. Website maintenance: Posted over 20 news announcements and created/updated many pages as requested; migrated the 21th Century Librarian Seminar Series to cala-web.org site (<http://tigger.uic.edu/depts/lib/projects/resources/calaww/project/workshop.shtml>)

3. Advertisement: Processed over 90 advertisement requests

4. Election support: Setup and provided support to CALA 2015 election and three chapter elections

5. Listserv support: updated CALAlist by adding or removing emails; went through the whole list and unlocked blocked emails a few times when that happened; updated Board list and other forwarded email lists as needed; reviewed and updated listserv related documents for the Executive Committee to review

6. Server support: performed system backups; upgraded the application server for CALSYS (ir.cala-web.org)

Suggestion:

- Would like the Board to review and finalize the related document about listserv, such as purpose of CALAlist, policy and Etiquette

Attachment1:

[wc2014-15_project-plan-final-submitted.pdf](#)

Attachment2:

[Previous submission](#) [Next submission](#)

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Your comments and suggestions are important. Please use [Suggestion Box](#) to tell us how we can do better on CALA's business.