

# 2017-2018 CALA Mid-Year Committee Report

## Web Committee

(12/13/2017)

**Your Name:** Minhao Jiang

**Email:** minhao.jiang@wayne.edu

**Committee Name:** Web Committee

**Committee Roster:**

Minhao Jiang (Co-Chair and webmaster) minhao.jiang@wayne.edu

Jingjing Wu (Co-Chair) jingjing.wu@ttu.edu

Weiling Liu (Advisor) w.liu@louisville.edu

Suzhen Chen suzhen@hawaii.edu

Tiewei Liu tieweil@csufresno.edu

Shang Huang shang.huang1@icloud.com

**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, 2017, we have 80 requests. Among them 70 were posted and the total paid amount is \$10126.00
- Performed monthly backups
- Performed at least 5 system upgrades
- Updated pages of Committees, Board of Directors, Policies, Publications, Bylaws & Constitutions, Handbook, and some web forms

**Goals and Objectives Accomplished:**

- (2020 Strategic Plan, Goal.5)
  - i. Transferred and renewed the cala-web.org domain with the current provider
- (2020 Strategic Plan, Goal.1.3)  
Membership Directory support
  - i. Print Membership Directory (Jingjing, Weiling)
    - Generated a member list
    - Included ads, collected requests through LimeSurvey
    - Printed out 55 copies and shipped these to members and vendors

- (2020 Strategic Plan, Goal.2.4)
  - i. Supported elections for the NCA, MW, NE and GMA chapters.

**Goals and Objectives to Be Completed:**

- (2020 Strategic Plan, Goal.5)
  - i. Continue restoring the rest of pages (continue from FY16-17) (Weiling, Shang)
  - ii. Review web contents for retention, revision, development and weeding, editorial guides, SEO, site activities, etc. (Weiling, Shang)
- (2020 Strategic Plan, Goal.2.4)
  - i. Election support (early 2018) – (Minhao, Jingjing)

**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 in a timely manner. As of December 7, 2017, 80 advertising requests were received and 70 were posted. Provided support to the Print Membership Directory project, and to elections for various chapters of the organization. Pages restoration and enhancement are in progress.