

Idaho State University
Web Services Council
Minutes for January 18, 2006

Meeting convened 3:00 PM

Present: Blake Beck, Tony Lovgren, Ken Trimmer, Roger Egan, Randy Gaines, John Kijinski, Mark Lee, Janet Higgins, Juli Mead, Randy Stamm

Excused: Kent Tingey, Ali Nelson, Craig Joseph, Libby Howe

Taken by: Janet Higgins

Agenda Item 1 – Council Meeting Day and Time for Spring 2006 Semester:

Those present agreed on every other Tuesday starting at 3:30 PM. The next meeting is January 31st and this schedule will run through May. Generally the location will remain the same – Library Conference Room 268. Note: The January 31st meeting will be held in the ITRC area, room B69 – see next agenda item.

Action Item: All Council members please update your calendars with the new meeting day and time.

Agenda Item 2 – Report on Calendaring Product review:

Mark, Randy, Libby, and Juli have seen several vendor demonstrations on calendaring products. The reviewed products are Web Event, EMS, and Open source software from the University of Washington. In order to facilitate this review, the group generated a list of needs in order to compare the products.

Currently, the EMS product seems to meet most of our needs. It should cost around \$5,000-6,000 for the campus, or we could purchase fewer licenses up front for around \$4,000 and then have individual departments buy in for around \$250 each. One advantage is that the scheduling product used by the SUB will easily interface with this product, as they are from the same company.

Blake suggested that it is time for the Council to view this product. Therefore, the next Council meeting will be held in the Library basement room B69. Blake will arrange for another formal vendor product demonstration and will invite other interested parties to attend. Blake reiterated that this is not a personal calendaring product but rather a tool for departments, programs, and other University level entities. The hope is to get all campus-wide events listed on one calendar.

Action Item: Blake will contact George Casper (Events), Annette Lattin (SUB), Frank Mercogliano (Athletics), Doug Milder (Reed Gym), and Vivian Golightly (Continuing Ed.).

Action Item: John will announce the product review at the next Deans' Council and invite any interested parties to attend.

Agenda Item 3 – Request to Add Academic Affairs to the Quick Links List:

Connie Tillotson, Dr. Wharton's assistant, asked that a link to Academic Affairs be added to the Quick Links list. After some discussion, Council agreed to leave Academic Affairs on the Academics page, but move it to the left-hand navigation bar and make it the 2nd item in the list – above Accreditation. This will greatly increase the links visibility, as it currently is lost in the Related Links list on the right. As an aside, it was also agreed that after the April accreditation visit, the Accreditation link will be removed from the left-hand bar but will remain in the Related Links on the right.

Action Item: Mark will make the above changes to the website.

Agenda Item 4 – Campus Map Update:

The GIS Center continues to work on the user interface so it will be more intuitive. Currently you can click on the “find an ISU building” heading, type in a building name, click on a resulting record number, which will then display the building in a window on the right. When you zoom in on a building, you eventually see street names. None of this is obvious to the website visitor, so the interface does need to be revised.

This is not an easy project as there are 2 departments that are involved in the process. There is the look and feel, i.e., interface, that GIS is handling and the map data that comes from the Physical Plant – the Physical Plant is the authoritative source for any and all campus map information. Because of the problems involved in coordinating efforts and the lack of man-hours available to dedicate to the project, it will be several months before the interactive map is ready to publish on the ISU Webpage.

Concern was expressed about how long it would take to implement changes to the map. Keith Weber said that an annual update could be built in to the process, but that is fairly vague. At the very least Council would like to have a firm “date” from Keith, so the Web Services Group knows when to expect the update from year to year.

Miscellaneous:

Agenda items from December 2005 meeting that are still open:

- o Report on Analysis of Administrative Services to General Services
- o Report on Working Group looking at Student Living
- o What to do with the “Contact ISU Link”
- o Update “About ISU” page/Links
- o Approve Minutes from 11/2

Future Projects for the Council

- o Campus Maps
- o Comprehensive Calendaring Tool
- o Content Management System
- o I2 Logo on the Website – Research Web Page
- o Two MyISU and FS Tools Links in the past
- o Credit Card Payment Options
- o Forms
- o General Services vs. Admin vs. Academic
- o Style Guide
- o Directories linked to web pages
- o Class Schedule link to Syllabus or Webpage

Adjourned at 3:40 PM, to attend Presidential candidate meeting