

Idaho State University
Web Services Council
Minutes for May 2, 2006

Meeting convened 3:30 PM

Present: Tony Lovgren, Ken Trimmer, Randy Gaines, John Kijinski, Libby Howe, Mark Lee, Janet Higgins, Juli Mead, Ali Nelson, Randy Stamm

Excused: Kent Tingey, Roger Egan, Craig Joseph

Taken by: Janet Higgins

Agenda Item 1 – Contact ISU Proposed Form

Mark handed out a draft of a form to replace the current Contact ISU form. After some discussion the following changes will be made to the form:

- Take off Financial Information, it is confusing
- Professional/Technical email should go to COT
- Make Admissions a separate entry

Juli suggested including a URL to a corresponding campus webpage, e.g., Academic Programs category could include a link to the Colleges and Departments webpage. It is possible that the person may have not been able to find the appropriate webpage.

Additional categories should be added, e.g., Extended Learning and International Students. Juli's office is in a good position to know what information most commonly is asked for.

Action Item: Juli will send Blake a copy of a document they use for routing frequently asked questions from info@isu.edu.

Agenda Item 2 – Report on Master Calendar Purchase

The software is here and the server is in Operations. We are waiting on the software installation.

Agenda Item 3 – Campus Map Status

The new version of the map is almost finished. The user interface is done and as soon as they get the most current data from Physical Plant, it will be incorporated and the map will be ready to use.

Agenda Item 4 – Telephone Directory Project Status

Postponed.

Agenda Item 5 – Emergency Announcement on the Front Page

Steve Chatterton, the director of Public Safety, talked with Dr. McCune and Dr. Vailas about our emergency response plan and campus notification procedures. Dr. Vailas expressed concern about the difficulty in locating the Emergency Response Manual and in getting information out to the campus about an emergency in progress e.g., snow closures and crime alerts. The Manual, which resides on the Public Safety homepage, needs to be easily accessible, especially in times of crisis, so that each individual can see what their role is and respond immediately. Council discussed the limitations of current procedures and various ways to address the need for

timely information. To address the first issue, the Emergency Response Manual will be added to the A-Z list – there was some discussion about including Public Safety in the Quick Links list, but no decision was reached. There will need to be some sort of educational blitz on how to find the Emergency Response Manual.

As for the dissemination of information about emergencies, the best solution seems to be an automated process using server-side includes in which Mark creates a “hidden” space above the current News and Events section. This space will become active and display an alert when/if a specific file is placed in a specific folder on the web server. The process will be controlled by Public Safety, who will create a file with the emergency announcement in it and then copy it to the required folder/server. This does not overwrite the News and Events sections but will show in addition to the existing information.

Action Item: Add Emergency Response Manual to the A-Z List

Action Item: Mark will work with Public Safety to develop a template and figure out the other details for the emergency announcement process.

Agenda Item 6 – Front Page Redesign

Mark is working on a new design to include additional buttons for the President’s office, and a Quick Links icon so it is more obvious. To accommodate these additions, the picture and buttons will be reduced in size, and, perhaps, buttons will be placed to the side of the picture. Council requested that the four main user groups remain higher up the page and larger than the added buttons/icons.

Agenda Item 7 – Meet to Create WSC By-laws

Blake will get Libby, Randy, and Roger together soon and they will develop a draft for Council review.

Agenda Item 8 – Web server Upgrade by End of June

A new server is being installed to run the campus Web server. It will be a SUN box running the Solaris operating system. There should not be any impact to the end user.

Council also discussed the need to get all departmental web pages in compliance with the banner and encourage them to use the templates. Mark could send a message to the Web Liaison list thanking those who have implemented the templates, remind the others that they need to implement banners this summer, and include a link to the draft Style Guide.

Adjourned at 4:35 PM