

Idaho State University
Web Services Council
Minutes for May 26, 2005

Meeting convened 2:00 PM

Present: Tony Lovgren, Ken Trimmer, Roger Egan, Randy Gaines, John Kijinski, Craig Joseph, Libby Howe, Mark Lee, Janet Higgins

Excused: Kent Tingey, Juli Mead, Ali Nelson

Taken by: Janet Higgins

Agenda Item 1 – Set summer meeting times

During the summer, Council will meet every two weeks at 10:00 AM in the Library's Conference Room 268. The dates are:

June 9th, June 23rd, July 7th, July 21st, and August 4th

Agenda Item 2 – Use of templates to provide consistency for the ISU website

Janet moved that Council formally approve the use of templates on all top-level pages in order to create a consistent look and feel for the ISU website – this includes the ISU homepage and all webpages that are linked to from the ISU homepage. Libby seconded the motion. Motion passed unanimously.

Proposed template structures were reviewed but several more variations are needed. It was noted that the top-level pages should not require scrolling, if possible. Mark Lee, Libby Howe, Craig Johnson, and one more person – yet to be determined – will finish this project and report back to the Council at the June 9th meeting.

Once the final templates are approved, John will take them to the President's staff meeting and/or Dean's Council for comment. There will also be a two-week public comment period.

Action Item:

Mark Lee will provide URL's for universities that are considered to have good university websites. Council members will review these sites prior to the next meeting.

Agenda Item 3 – Form Working Groups

- a. Top-level ISU webpages. Charge: Perform a brief review of current research on Web usability, focusing on content and navigation. Recommend "action oriented" navigational structure and content for all top-level ISU webpages. Top-level webpages include the ISU homepage and all webpages that are linked to from the ISU homepage.

After some discussion, Council decided to not form a working group. This project is now the Council's top priority.

Action Item:

Council members will review university websites for schools they attended, and possibly a few others. Randy will see what is available from EDUCAUSE, Mark will search for best practices from Higher Ed Web Dev, and Janet will look for any guidelines provided by the American Libraries Association.

- b. Site Index. Charge: Create a site index that includes intuitive links to all departments, colleges, and unit websites.

Several suggestions for gathering information from departments were discussed. It was decided that this item probably does not need a working group, but simply someone to coordinate information gathering. Janet volunteered to get it started.

Agenda Item 4 – Project to identify departmental liaisons

As stated in the working document, *Web Development: Standards and Procedures Manual*:

Every college or department that contributes content to the University Website will assign a staff member to the position of Web Liaison. This liaison will be the contact point for questions, concerns, project requests, information sharing, and any other activities that affect the University Website.

Responsibilities of Web Liaisons:

- Work with the Web Services Coordinator to identify development needs
- Work with the Web Services Group to coordinate projects or needs
- Attend occasional meetings in which ideas or concerns are shared with the Web Services Group

In order to facilitate information gathering and sharing, we need to assign liaisons as soon as possible. Council determined that it would be best to have representatives from all departments, since college level representatives could not function adequately for all constituents. Each liaison should be a permanent staff member who can answer questions about their departmental webpages, is authorized to submit projects to the Web Services Group, and can coordinate efforts of the content providers and web publishers in their specific department. However, in some departments it may be that a student is the one most qualified to perform this function. In this case, the student and their immediate supervisor will share the title of liaison.

Action Item: John will present this at the next Dean's Council meeting. Dean's will be asked to identify one individual from each of their respective departments to fill the position of liaison. Names should be sent to Mark Lee at leemark@isu.edu as soon as possible.

Action Item: Randy will have one of his staff members call every administrative department and ask that a person be assigned to the liaison position. Names will be sent to Mark Lee at leemark@isu.edu.

Action Item: Mark will develop an Access database for the liaison names and corresponding departments. Additional fields may be added to keep of track work order requests, dates, and so on.

Agenda Item #5 – Web Services Council webpage

Mark is creating a website that will contain general information about the Council, our charge and governance structure, contact information, minutes of Council meetings, announcements about campus-wide meetings, and links to our working documents for public comment and review. The URL is <http://www.isu.edu/websc> and will be live by the June 9th Council meeting.

Agenda Item #6 – Start review of the *Web Development: Standards and Procedures Manual*

After some discussion, Council decided to postpone a page-by-page review of the document. The manual will be used as an internal working document for Council deliberations on templates and top-level pages. At a later date, the Manual will be reviewed for application to other university websites.

Adjourned at 3:40 PM