

Idaho State University
Web Services Council
Minutes for June 22, 2006

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

Excused: Kent Tingey, Juli Mead, Ali Nelson, Roger Egan, Craig Joseph

Taken by: Janet Higgins

Agenda Item 1 – Approval of Minutes

Approved as corrected

Agenda Item 2 – What did we decide for the Emergency Manual access?

At the last meeting Steve Chatterton asked for the Emergency Response Manual to be put on the ISU homepage. A decision was not reached at that meeting. After some discussion, it was decided that adding an unrelated link on the homepage was not appropriate. A compromise was reached in that the Manual will be added to the Faculty and Staff page under the Policy and Procedures link, and on the Current Students page under the Campus Services link.

During the discussion additional unrelated topics came up, i.e., a request for adding a link to the new Records Retention Policy that was just approved, and the *Online Policies and Procedure System* page that is linked to on the Faculty and Staff: Policies and Procedures page. Mark will talk to Julie about the latter.

Agenda Item 3 – Report on Master Calendar progress

The Master Calendar is up and running at <http://events.ets.isu.edu/MasterCalendar/> but there is still some work to do on it before it is ready to go into production. Mark is currently working on getting the web pages put into the current ISU template. Once the formatting is complete, Mark will start populating the Events calendar with data and will assign administrators for the individual calendars.

Action Item: In September, do a campus-wide roll-out to introduce to the new calendar.

Agenda Item 4 – Report on Campus Map – Landing page

This project is almost finished. The main page is coded with links to the printable campus map, the interactive map, and parking information. The interactive map from

GIS is almost ready. Kindra and Mark met yesterday and did some simple user testing (5-6 people). Based on their feedback, a few changes will be made.

Council agreed that the page looks good. Links will be placed on the Prospective Students page, the Alumni and Visitors page, and in the Quick Links list.

Action Item: Remove commas in front of parenthesis, remove the word “free” in front of guided campus tour, get a campus shot for the picture, find a different image of a car. GIS campus map is up and running.

Agenda Item 5 – Report on Error Page Redesign (404)

Mark created a more helpful *Page Not Found*. This is the page that displays when a broken link is accessed or a page that doesn't exist is clicked on. The new error page has the ISU header and footer, so it fits in with the look and feel, but the font is different so that it is obvious that the user reached an error message. The page includes basic information about why the visitor may have gotten this page, gives a few suggestions on things to try, and also lets them click on a link to submit the actual/entire broken link to the Web Master. Council liked the new page.

Action Item: Go ahead and implement the page now.

Agenda Item 6 – Report on Banner Usage

At the last estimate, 139 web sites are using the banners and 193 are not. However, some of the web sites that are not using the banners may not be required to, e.g., student associations, the bookstore, and other sites that are not really affiliated with the University. The Web Services Group is in the process of contacting the remaining departments to ask that they incorporate the banner this summer. Most departments that have been contacted are in the process of implementing the banners this summer.

Action Item: Using the above criteria, Mark will go through the list and remove any entries that should not be required to use the ISU banner.

Agenda Item 7 – Report on Mobile Style Sheet

A Mobile Style Sheet is coded so that hand-held devices can display the ISU webpages in a concise, plain text version of the page. A problem with the ISU word mark at the top of the homepage needs to be fixed. The working copy is found at <http://www.isu.edu/websearch/nosearch/isutesting>

Agenda Item 8 – Report on Contact ISU redesign

Mark showed a copy of the new page that incorporates the changes agreed on at the last Council meeting. The ITS phone number is wrong, so Mark will fix it. The ISU footer will include only *Contact ISU*. The webmaster@isu.edu link will be removed and replaced it with a new email address, e.g., wsg@isu.edu or webservices@isu.edu. This will hopefully prevent some of the spam that goes to the typical webmaster address.

Agenda Item 9 - Future Meetings:

The next meeting will be in August 3rd at 3:00pm. We will plan on meeting the first Thursday of every month, at 3:00 PM unless this conflicts with the TIGER meeting.

Future Projects for the Council

- **Interactive Campus Map**
- **Content Management System**
- **Phone Directory Redesign**
- **Credit Card Payment Options**
- **Forms**
- **Style Guide**
- **Directories linked to web pages**
- **Class Schedule link to Syllabus or Webpage**
- **Community Services on Visitors page**
- **Rework Alumni/Visitors Page**

Adjourned at 4:30 PM