

Idaho State University  
Web Services Council  
Minutes for June 23, 2005

Meeting convened 10:00 AM

**Present:** Tony Lovgren, Ken Trimmer, Randy Gaines, Vivian Golightly for John Kijinski, Libby Howe, Mark Lee, Janet Higgins, Randy Stamm

**Excused:** Kent Tingey, Roger Egan, Craig Joseph, Ali Nelson

**Taken by:** Janet Higgins

**Agenda Item 1 – Approve minutes of June 9, 2005**

Approved as corrected.

**Agenda Item 2 – Progress report on identifying Web Services Liaisons**

Janet put together a short message asking for names and explaining the rationale of the liaison group. Janet and Mark then developed a list of administrative departments by going through the campus phone book. Randy's staff took that list and identified a contact person for each department. The email message will go out today.

Mark has only received three names from Deans for the academic colleges/departments.

**Action Item:** Janet will send the Deans a follow-up request via email.

**Agenda Item 3 – Discuss a timeline for the remainder of the redesign project**

Janet distributed a rough draft of the timeline. Council tentatively set an August 8<sup>th</sup> cutover date for the ISU website and a July 25<sup>th</sup> due date for 2<sup>nd</sup> level page content changes.

**Action Item:** Janet and Mark will create a task-based Gantt chart to determine if these dates are reasonable.

**Agenda Item 4 – Need to advertise the upcoming change with a link on the current homepage**

Council wants to flood the campus with information about the redesign as soon as possible. Messages will go out to the bulletin boards, the web-services mailing list, mass emails to the faculty, and perhaps a special edition of News and Notes. The proposed templates also need to be taken to President's staff and Deans Council by the last week of July.

**Action Item:** Janet and Mark will get a link on the current home page that includes details about the redesign and timeline, examples of how content can be displayed, upcoming focus groups, and contact information for comments.

### **Agenda Item 5 – Determine content for the ISU homepage**

The existing user-centered design will be kept, meaning the main categories of Prospective Students, Current Students, Faculty & Staff, and Alumni & Visitors will be retained in the new design. Quick links will also be kept, but in a drop-down box in the header. Council needs to determine what qualifies for inclusion in the quick links box – this will be on the agenda for the next meeting.

Other comments include:

- Juli suggested that the Check Out ISU page should be moved into the student pages.
- The General Services page either needs to be more comprehensive or removed in favor of a good A-Z list.
- Other ISU Centers needs to be defined better, i.e., determine what we want it to accomplish.
- The Calendar/News page is a problem. The need for a comprehensive calendar was raised, but that is beyond the scope of the Council. It was suggested that this link go away and be replaced by links to the 4 categories on the current calendar page: campus schedules, sports schedules, ISU News, News/Weather.
- Frequently Called Numbers link could be removed, if it is worked into the Directories page.
- Someone needs to take ownership of the current news and events sections of the new homepage, which will probably replace the What's New at ISU page. This will be a future agenda item for Council.

### **Agenda Item 6 – Assign responsibility for content of 2<sup>nd</sup> level pages**

Juli will take responsibility for the Prospective Students page (will work with Craig Joseph and Nathan), the Current Students page, and the Academic Catalogs page.

Janet will work on the Library, Site Index, and Colleges/Departments pages.

Ken will gather people from HR, COPE, and CEC to work on the Faculty/Staff page. Janet suggested Dedra Williams, who is past-president of CEC. (Note that Dedra is willing to participate.)

Libby will coordinate the review of the Alumni & Visitors page.

Additional pages may need to be assigned later, after Council deals with the Quick Links question. Working guidelines for these groups will be forthcoming. For now, we need to start looking at the pages and gathering together outside people to help.

## **Agenda Item 7 – Final review of templates**

The main discussion focused on the News and Events section. It was felt that this was now too prominent and, even though the entries will always represent the University in a positive and engaging manner, they should not be the main emphasis of the University's "front door". The solution was to move the line with the four main categories back down to below the picture – where it was last time. However, this line will remain as part of the banner for all subsequent pages. This inconsistency between the homepage and all other pages was deemed acceptable.

**Action Item:** Mark will make this change to the homepage template and send the URL to the Web-services Council mailing list by next week.

**Action Item:** Council members will review the template immediately and send any comments back to the mailing list. All comments or concerns must be addressed via the list prior to the July 7<sup>th</sup> Council meeting.

All other pages/templates were accepted as they stand. Several suggestions were made about the left-hand navigation box, which could be filled with either static navigation links, with links to announcements/news that would have to be regularly updated, or a combination of the two. Again the question of ownership was raised: who reviews the pages for currency, timeliness, and so on?

**Action Item:** Council will address the issue of ownership at a later time.

Another suggestion was to develop additional palette colors that reflect the colors of each department/college. These would be available as a courtesy only, not a mandate to use.

In all, the use of color and layout within the templates creates a pleasing and very professional looking page. The working group has done an excellent job. In principal all templates were approved.

**Action Item:** At the July 7<sup>th</sup> meeting Council members will be asked to formally approve all of the proposed templates.

Adjourned at 11:50 AM