

Idaho State University
Web Services Council
Minutes for July 7, 2005

Meeting convened at 10:00 AM

Present: Kent Tingey, Tony Lovgren, Ken Trimmer, Randy Gaines, John Kijinski, Mark Lee, Janet Higgins, Angela Drage (for Juli Mead)

Excused: Ali Nelson, Roger Egan, Craig Joseph, Libby Howe

Taken by: Janet Higgins

Agenda Item 1 – Approve minutes of June 23, 2005

Minutes approved as corrected

Agenda Item 2 -- Announcements

Janet reported that we now have 22 liaisons. She will continue to do a follow-up with departments, as time permits.

The next Council meeting must be changed, due to a conflict with a campus wide meeting with the Gartner group. Everyone present agreed on Friday, July 22nd, at 1:00 PM for the next meeting.

The promotional webpages are up on the Council website. Go to <http://www.isu.edu/websc> and click on “ISU Website Redesign”. An email message was sent to the webservices mailing list on Tuesday that introduced the project and asked for comments. Several comments have been received. A similar announcement will be available on all three Bulletin Boards on Monday. Janet will also ask Les to send a message to the faculty memos mailing list. The only remaining promotional activities are a special News and Notes edition and a presentation at the President’s Staff meeting.

Agenda Item 3 – Approve templates

The last revision to the homepage template was discussed briefly. An additional button (and webpage) for “Academics” will be added to the homepage, since this is another area that is critical to our mission and should be stressed.

Action Item: Create a page for Academics that includes information about Colleges, Departments, the faculty directory, research centers, and so on.

Janet moved that the templates be approved for distribution and use during the public comment period. John seconded the motion. The motion passed unanimously.

Mark pointed out that he is already using the templates on departmental pages that are being redone this summer. Council does not see any problem with doing that. If the template gets changed slightly, it will be easily incorporated into those pages.

Agenda Item 4 – Any comments on the webpage and FAQ pages that explain the redesign?

Randy said it looked good, although we may want to make the information about the public comment period more prominent. Mark suggested that we add a section that justifies why we are doing a redesign on the ISU website.

Action Item: Janet and Mark will work on the Council website to improve several problem areas.

Both Janet and Mark have already received some comments. They are mostly positive and many contain suggestions; the main concern expressed so far is that the orange text is too hard to read.

Action Item: Comments will be summarized for Council and sent out via email before the next meeting.

Agenda Item 5 – Review timeline

Mark created a timeline in Microsoft Project, and it was distributed. We are on track for an August 8th rollout, but there is no slack for the remaining deliverables. The next major deadline is for revised content on July 21st. Janet, Ken, Libby, and Juli will coordinate efforts for their assigned areas – see last week’s minutes.

Photographs are a big issue in the comments received to date. The timeline needs to be adjusted and Janet asked Council members to help with this part of the project. Kent will ask the University photographer to supply us with 100 photographs to choose from. Kent, Janet, Libby and Mark will review them and select a group to present to Council for approval.

Promotion is also on track. Remaining tasks are to put out a special *News and Notes* edition and get on the President’s staff meeting agenda before August 8th.

Action Item: Janet and Libby will work on *News and Notes*.

Action Item: Kent will ask for time at President’s staff. (Note that we are on the agenda for the July 18th meeting.)

Agenda Item 6 – Need suggestions for forming the focus group

Council members want to ask campus units to assign various ISU staff members to the focus group, rather than asking for volunteers from the campus at-large. The focus group

will have 3-4 meetings between July 22nd and August 4th. Lunch will be served at the orientation meeting for the group.

Action Item: Kent will solicit people from Administration, COPE, CEC, an alumni and the general community. John will find a faculty person from Arts and Sciences and a Dean. Ken will contact the Faculty Senate, the College of Technology and the Health Professions for a focus group member. Juli will identify two current students and one prospective student.

Agenda Item 7 – Discuss content for the homepage -- due July 21st

As noted above, a link to Academics is needed on the main page. Quick Links are still under discussion. There are two options, keep what is there and handle additions on a case-by-case basis or determine criteria for inclusion in the list and change accordingly. Either way causes problems. It was decided to ask the focus group for comments on the Quick Links box.

The event listing is another problem. Kent suggested that University Relations may be able to coordinate the gathering of information from campus departments, around the first of every month, for Mark to then put on the homepage.

Action Item: Kent will try to find out what calendars are being used across campus.

Agenda Item 8 – Discuss parameters for the working groups dealing with the 2nd level pages -- due July 21st

Each page is different and no one has had time to think about this issue. Ken, Libby, Juli, and Janet will start work on their respective content pages and will get together as a group, if needed.

Adjourned at 11:05 AM