

Idaho State University
Web Services Council
Minutes for July 31, 2006

Meeting convened 2:30 PM

Present: Tony Lovgren, Randy Gaines, John Kijinski, Libby Howe, Mark Lee, Janet Higgins, Juli Mead, Roger Egan, Ken Trimmer, Blake Beck

Excused: Kent Tingey, Ali Nelson, Craig Joseph,

Taken by: Janet Higgins

Agenda Item 1 – New Home Page Design

The redesign project was prompted by the need to add several categories to the front page along with the need to have a different sized area for the pictures – long, narrow pictures are hard to come up with.

The changes are:

- Buttons are moved up to the left side of the photograph
- Added two additional buttons: “Administration” and “Giving to ISU”
- The News and Events columns now fill the middle of the page
- Quick Links are moved to the bottom of the page and can be configured to always be open
- Added an area for an emergency message; when needed, the message will be displayed right below the picture, will fill the page in a horizontal line, and will be set off by a clashing red background – purposefully so that it will catch the eye immediately.

Randy suggested that guidelines be discussed with Steve Chatterton in order to make sure that Public Safety only uses the Emergency Message for true emergencies, not as a crime alert.

Action Item: Invite Steve to the next Council meeting and discuss guidelines.

Tony reminded the Council that students and staff have been encouraged to bookmark 2nd level pages and that all labs have the Current Student page bookmarked. He suggested that the emergency alert be carried on down to the 2nd level pages. Council agreed.

Action Item: Implement the emergency message field on 2nd level pages.

- The “More ISU News” link will go to a page that looks more like the current template. This page uses software that has a search feature, so that one can more easily find older articles. This page is not yet ready for production, but should be in the near future.

Action Item: Libby and Mark will work on the font used for “ISU Headlines”

- The “ISU Event Calendar” link will take you to the current week, in a grid view, of all calendars in the Master Calendar software.

From this screen one may choose to go to an individual calendar, filter by Event Type or Location, and so on. Calendar Administrators will be responsible to input and proof the data. Randy mentioned the important dates in Connie’s recap of the Dean’s Council.

Home page “Events” will be pulled from the Master Calendar; so all events must be input into the Calendar if they are to appear on the home page. Libby/Mark will flag items to appear on the home page, thus automating the process.

- The “Calendar/News” link in the ISU Quick Links drop-down will link to the Master Calendar and the current Calendars and News page will go away.

Council would like the temperature to be updated more frequently and dynamically.

Action Item: Mark will look into this suggestion.

An announcement will be placed in *News and Notes* and on the home page communicating the new page design and information about the Master Calendar – specifically what the Calendar is and is not. For example, it is not a personal or departmental calendar.

It was suggested that a memo be sent to Dr. Vailas that lets him know that the Council addressed his concerns about the Emergency Response Manual and an area for a President’s message. This will be done after additional details are worked out with Steve Chatterton – including the addition of metadata in the Emergency Response Manual PDF so that it will come up when one uses the “Search ISU” feature.

Council agreed that the redesign is ready to publish but some concern was expressed about the Master Calendar not being completely populated yet. Mark and Blake will try to expedite the process via the Calendar Administrators. The top page will go now but the ISU Event Calendar link to the Master Calendar will not be made until Blake and Libby feel it is ready. The old link to the “Calendars and News” page will be retained, for now.

Agenda Item 2 – Future Meeting Time

Council agreed on the first Wednesday of every month, from 3:30 PM – 4:30 PM.

Adjourned at 3:34 PM.