

Idaho State University
Web Services Council
Minutes for September 6, 2006

Meeting convened 3:30 PM

Present: Tony Lovgren, Ken Trimmer, Randy Gaines, Mark Lee, Janet Higgins, Juli Mead, Blake Beck, Steve Chatterton

Excused: Kent Tingey, Ali Nelson, Roger Egan, John Kijinski, Craig Joseph, Libby Howe

Taken by: Janet Higgins

Agenda Item 1 – Review Emergency Announcement with Steve

The emergency announcement box is triggered by a file that resides in a shared web directory. Write permissions will be given to Linda Tobias, Terrilee Hancock, and Carol Prescott. The file will always be in that directory. If there is no text in the file, then nothing appears on the ISU homepage. Once something is put into the file, the text appears on the homepage, and all top-level pages, just above the *ISU News* and *ISU Events* section. This places the announcement in the middle of the page; it is in a bold, bright red. When appropriate a link to the Emergency Response Manual's check list will be part of the text.

This project was in response to Dr. Vailas' request to have a link on the homepage to the Emergency Response Manual in the event of a real emergency. The point is, faculty and staff need to be able to easily access information about what to do if disaster strikes. As such, the emergency announcement text box will be a rare occurrence. In all likelihood, snow closures will be the most likely event to trigger the announcement box, and this will not include a link to the Manual. Regular crime alert announcements will not use this emergency announcement feature.

Council and Steve Chatterton agreed to implement this procedure now.

Action Item: Mark will work with Linda Tobias to train her on using this procedure and on creating pre-scripted messages that are commented out until needed. The latter will make it easier to get the emergency announcement up in a timely manner.

Action Item: Chatterton will show it to Dr. Vailas.

Agenda Item 2 – Approval for publishing interactive campus map

The campus map page was modified, based on suggestions made at the July Council meeting. The interactive map is now functional. Mark gave a brief demonstration. It is a GIS map application. Buildings and streets are labeled and one can perform a search by

building name. A commercial application (ArchIMS) was used for the mapping part, so additional customization is not likely. Regular updates are problematic: the Physical Plant must provide campus updates to GIS, who will then update the data in the map, which will then be published by Mark. It was decided that regular updates are not needed, since things don't change that much on campus, but the Web Services Council will have to undertake due-diligence to make sure that updates happen when needed.

Council agreed that the map is ready to publish. The campus map page will be added to the Quick Links menu.

Action Item: Put a short story in the News and Notes about the interactive map and how to find it.

Agenda Item 3 – Review Master Calendar quick link and happenings

The *Calendars and News* page is now completely reworked and is called the *Calendars and Schedules* page. Many suggestions were made at the last Council meeting. Mark displayed the suggested new page content and format. It has links to the Academic Calendar, Athletics Schedule Class Schedule, Final Exam Schedule, Holiday Schedule and ISU's Five-Year Schedule, in addition to the Master Calendar Link.

Council agreed to the new web page which will be available from the Quick Links menu.

Agenda Item 4 – Contact ISU review for publishing

All changes agreed upon at the June Council meeting have been incorporated. The new form is now fully functional and ready to publish. It has more categories than originally talked about, but it is now very easy to find most departments that people may be interested in. It also makes contacting the department easier, as it contains contact information and phone numbers. In addition, multiple items may be selected. The "Other" category is a catch-all. Council agreed that messages for "Other" will be sent to the WebServicesGroup list, for now. As a side note, all references to the "Webmaster" email link will change to "Web Services Group". Also, the Site feedback: Webmaster link in the footer will go away.

Council agreed to all of the above. The new Contact ISU form will be published immediately.

Agenda Item 5 – Headlines?

Currently the *More ISU News* link on the homepage goes to a Press Release page that then goes to an archived list. It is hard to use, is not in the new template format, and would be difficult to convert to the template. In order to create something that is easier to use, Mark set up a blog to take over this page. The new content only goes back 3 months, it is searchable, and one can categorize press releases that then filters the events shown. Everything is ready on Mark's side, he is just waiting for final documentation from Les

Wilson on using WordPress and gaining access to the server that is running the software. This approach allows a dynamic RSS feed that pulls stories from the plethora of press releases. This is done by flagging certain stories as public announcements.

This process now makes the ISU homepage page fully automated. It will take a few weeks to finalize everything with IT, but Council agreed it is ready to go as soon as possible.

Agenda Item 6 – Review Directory

Mark showed the new *Directories* page. Council agreed that “Frequently Called Numbers” should be removed, both on this page and in the footer. Per Juli, it is just too hard to maintain and keep updated.

The Telephone/Email directory can be searched by name or department. Any entry that matches comes up in a list. A search can take place by using only 2 characters, but it will stop after 250 matches and ask you to refine your search.

Only student’s names and majors will be displayed, not their address.

Again, Council agreed that this new page was ready to be published.

Adjourned at 4:33 PM