

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

Meeting convened 3:00 PM

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

Excused: Kent Tingey, Ali Nelson, Craig Joseph

Taken by: Janet Higgins

Agenda Item 1 – Approve Minutes of August 24, 2005

Minutes approved as written

Agenda Item 2 – Web Liaisons Agenda

Blake reminded those present that the Web Liaison meeting is scheduled for tomorrow, in the College of Education's auditorium, at 10:00 AM. He asked Council members to please attend, if at all possible. The agenda includes:

- Introduction of Web Services Council members
- Background/history of what the Council has been doing
- Input received from on/off campus, including the focus groups
- Web accessibility
- Content update requirement for all web pages
- Liaison concerns or what they want the Council to work on in the future

Remaining questions for Council:

1. Can departments change the color of the orange navigation bar that is part of the banner?
2. When should implementation of the new banner be complete?

Council agreed that color changes are acceptable, as long as web publishers use colors from the approved color pallet, the color is appropriate based on the design of the page, or it represents the color of the department/college. However, the navigation links on that bar can not be changed and the black must remain as is.

Council agreed that all pages should have the new banner by January.

Agenda Item 3 – News and Notes Announcement

Council reviewed a draft of the *News and Notes* story and made several corrections.

Action Item: Send a copy to Ken so he can forward it to Kay Christensen.

Agenda Item 4 – Pop up Menus (left-hand side)

Based on last week's discussion of the Faculty/Staff page, in which the working group asked that the page be redesigned with pop-up menus, Mark created another version of the page. This mockup was shown to Council and it was agreed to apply the new organization to all 2nd level pages. In the new design, the left-hand navigation bar contains the main links and events are moved to the body of the document. The navigation links include pop up menus as well as a link to a separate page – the latter addresses ADA issues.

Agenda Item 5 – Quick Links Criteria for Inclusion

In past meetings, Council discussed keeping the links that are currently on the homepage, but acknowledged that we need guidance for when we get requests for new links to be added.

Suggestions this time were:

- Ask how many other institutions include the item on their list;
- Gather statistics on frequently visited/used pages and include those pages;
- Determine the level of interest for the item;
- It is not a link on a 2nd level page, i.e. harder to find;
 - Could also use the General Services page for these
- Need to have quick access and/or hard to find;
- Figure it out as we go along.

No decision was reached.

Agenda Item 6 – Open Campus Wide Meeting about Web Site

Blake asked if the open meeting should be held before the launch or after the launch date. If the meeting is held before the launch, then everyone would have an opportunity to see the new design and talk about it – with the caveat that nothing will get changed before the launch, unless it was a major issue. If we wait, the open meeting could address more issues than the redesign and the discussion may be more productive after people have had a chance to use the redesigned site. There are also concerns about the lack of time: Libby has too much going on right now with homecoming to focus on yet another meeting and there is still content to finalize and changes to be implemented from today's meeting.

If we wait, then promotion of the redesign and launch date becomes a bigger issue. Currently there is an article planned for News and Notes and more exposure can be arranged through the Bulletin Boards and the Bengal.

Council agreed to promote before the launch and hold the meeting after the launch.

Action Item: Post to the Bulletin Boards, get an article in the Bengal, and have regular updates in *News and Notes* – one of which will talk about the campus wide meeting.

Agenda Item 7 – Announcements Section (Responsible Persons) Update

Libby reported that Tony Huegel will supply items for the Faculty/staff page, the Alumni office identified Nancy Lovgren as the responsible person for the Alumni/Visitor page, Athletics will supply information to Nancy for events to include on several pages, the working group for content on the Current and Prospective students pages will supply events and announcements for those pages. Academics and Administration are still unassigned, but we may not need events/announcements on these pages.

Agenda Item 8 – Report on reconvene of working groups for all content pages

All groups are working on finalizing content. There are several working group meetings tomorrow. Blake reminded the group that the deadline for content is the next Council meeting.

Agenda Item 9 – Content for Academics Page (Update from Juli)

Juli reported that she will have a draft by the end of the week.

Agenda Item 10 – Other Items

An updated campus map is a top priority.

Action Item: Blake and Mark will see if the Physical Plant has a more recent map that can be used.

Adjourned at 4:35 PM