

Idaho State University
Web Services Council
Minutes for September 21, 2005

Meeting convened 3:00 PM

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

Excused: Kent Tingey, Ali Nelson, Randy Gaines, Craig Joseph

Taken by: Janet Higgins

Agenda Item 1 – Web Liaisons Meeting

This meeting is scheduled for Nov 4th in VA117 (College of Technology building) at 11:00 AM. Bake asked that all Council members attend, if at all possible.

Agenda Item 2 – Open Meeting

This meeting is scheduled for Oct 14th in PSUB Theatre at 10:00 AM. Again, as many Council members as possible should be present. This is our opportunity to communicate directly with those we represent.

Agenda Item 3 – Meet with Faculty/Staff working Group on Friday

Blake would like to meet with the group at their next meeting, which is at 11:00 AM. in the COB. The group still has concerns about the pop-ups and limited space and would prefer the use of buttons like on homepage. Blake has a proposal that will, hopefully, address these concerns: limit the list in the left-hand navigation bar to 10 items, with the last link being “More ...” that goes to another page that can grow to fulfill future needs.

Agenda Item 4 – Announcements Section – Responsible Persons – Update

The Council needs someone to take responsibility for content on the Academics page, including announcements. Juli has seen sites that have a section for upcoming conferences and symposiums, and also an area that features outstanding researchers. Eventually the proposed events/calendar may take the place of this, especially if the software has the capability to create clickable categories. Someone in the Office of Academic Affairs would be the appropriate contact for this page.

The Administration link under “Quick Links” is still empty. Roger has several thoughts on content and he will get with Mark to start populating the page.

Content from the General Services page could be moved to the Administration page – could change the page name to General Services and Administration, or Administration and General Services. If that happens, we may need a “see” reference for awhile, because people are used to using the General Services link to find Financial Services and so on. It was decided that announcements are not needed on the General Services page, so Mark will apply a different template.

Agenda Item 5 – Finalizing Design

The Academics page will have to evolve over time. Juli suggested including information from the recruiting brochure, Colleges and Departments, a list of faculty members within each department, outreach centers, institutes (for example, Institute for Educational Research, GIS, and Library), research facilities, Grants and Contracts, and the Office of Research. Blake and Mark will rough out a draft that can be taken to Dean’s Council on Tuesday.

Libby is working on Facts about ISU.

Directories will likely remain the same, for now.

Janet is working on the A-Z list and Colleges and Departments.

Agenda Item 6 – Combined Working Group Meeting before launch

Before the 10th, the Council should bring together all of the working groups in order to give them a preview of the final version, i.e., an overview of what we done with their suggestions. We should also provide them with lunch.

Agenda Item 7 – Other Items

Campus Maps and a campus events Calendar need to be a top priority, once the redesigned site is launched.

Adjourned at 4:30 PM