

Idaho State University
Web Services Council
Minutes for October 4, 2006

Meeting convened at 3:30 PM

Present: Blake Beck, Tony Lovgren, Ken Trimmer, Mark Lee, Janet Higgins, Juli Hafen, and Randy Stamm

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

Taken by: Janet Higgins

Agenda Item 1 –Approve Minutes

Minutes were approved as corrected.

Agenda Item 2 – Follow-up on last meeting action items

Blake informed Council that:

- Emergency announcement coding and procedures are now in place.
- Interactive campus map is active.
- The Master Calendar is fully functional and being updated by Calendar Administrators.
- Contact ISU form is published and being used.
- Headlines Blog is fully functional on the test server and is ready to be moved over to the production server. Mark said that this will happen as soon as he gets the appropriate University Relations staff people trained on how to make entries.
- Directory is published. The planning and coding was done by Les Wilson's department. Some staff have complained about lost functionality, i.e., a comprehensive alphabetic list for when one doesn't know the exact spelling of a name. Les has a focus group formed that will address additional user needs. Blake hopes that in the future there will be some type of campus Intranet so authorized staff can see more information without compromising privacy and security. For example, the old A-Z list made it too easy for outsiders to harvest names and email addresses of staff and students.

Agenda Item 3 – Directing prior students to the correct records

Now that the Records and Information Management website is live, most searches by former students looking for transcripts are being directed to the wrong place. Links to Registration and Records have been put on the web page, but people are not paying attention. The Records Manager has become very frustrated by the growing volume of misdirected requests and has asked the Council to approve adding information on upper level ISU web pages.

Juli proposed creating a page that could be linked from current students and alumni pages that contains an FAQ for this type of student information, e.g., transcripts and diplomas. Part of the problem is, depending on how long a person has been out of school, there are different ways to obtain this information.

Several ideas were discussed.

Action Item: Mark will get with Brandon, the web person for Registration and Records, to develop a Frequently Asked Questions page that can link from both the Current Students page and the Alumni page.

Agenda Item 4 – Advertising and/or sponsorship on ISU web pages

A department on campus has recently asked about including sponsor information on their web site. This issue is partially addressed in the draft Policy and Procedures Manual, but Blake would like it clarified. Namely, when there is a University event that has sponsors, what kind of web promotion, if any, is acceptable?

A lengthy discussion did not result in any agreement. It was noted that this is an issue that is larger than the web. Rather it is a general question of how the University sees advertising and promotion, which is more the responsibility of University Relations. Council feels that a committee should address the broader issue, and needs to include University Relations, Legal Council, and the President.

Agenda Item 5 – Web Liaisons meeting

The meeting is scheduled for October 17th, at 3:00 PM in VA117. Council members are encouraged to attend. Blake will review everything that has happened since the last meeting. The Web Services Group has completed a lot of projects and Blake will ask for comments and suggestions. Council needs to keep the liaisons informed about what we are doing.

Agenda Item 6 – Academic Affairs request for link

Connie Tillotson has asked for an Academic Affairs link to be put on the ISU home page because users are having trouble finding the page. Currently Academic Affairs is 2 clicks away from homepage: Academics then Academic Affairs. However, it is not on the Faculty/Staff page or the Administration page, which it should be.

Action Item: Find a place for it on the Faculty/Staff page, maybe under Teaching and Advising.

Action Item: Reorganize the Administration page, possibly by office, and include Academic Affairs.

Agenda Item 6 – ISU Tour?

The Academic Registration page that lists open classes has links to the building in which the class is held. When these links are opened, one sees a picture of the building and a list of all departments and offices within the building. Unfortunately much of this information is incorrect because it has not been updated in years.

Action Item: Juli will find out how to unlink this column in the registration system.

Action Item: Future project, develop a real ISU tour.

Adjourned at 4:18 PM