

Idaho State University  
Web Services Council  
Minutes for October 5, 2005

Meeting convened 3:00 PM

**Present:** Tony Lovgren, Randy Gaines, Craig Joseph, Libby Howe, Mark Lee, Janet Higgins, Blake Beck, Ali Nelson,

**Excused:** Kent Tingey, Juli Mead, Roger Egan, John Kijinski, Ken Trimmer

**Taken by:** Janet Higgins

**Agenda Item 1 – Remaining decisions needed for launch of website**

About ISU: Libby wants to completely rewrite the About ISU page. Mark will try to get it done for Monday's launch. It will use the template for 2<sup>nd</sup> level pages.

Academics: still needs a contact person that will send important announcements to Mark, when appropriate. This is one of the pages that will not need constant updates, but we do need several important or interesting facts to put on the page. Randy brought up the accreditation process. Mark will add links to the latest update on accreditation, the accreditation report, working groups, and so on.

Current Students : Mark will add WebMail and WebCT under the MyISU icon.

Faculty & Staff: Mark will add WebMail, Barracuda, and SunOne calendar under the FS Tools icon.

Quick Links: Remove the MyISU link, since it is so prominent on the Current Students page.

Athletics: Libby brought up the concern about Athletics no longer being on the homepage. Council still feels that it should not be made an exception to the rule, but could be made more prominent. Council decided to add Athletics to the left-hand navigation bar on the following 2<sup>nd</sup> level pages: About ISU, Alumni and Visitors, Faculty and Staff, Current Students, and Prospective Students – it will be the last item on all of the pages, so that it is in a consistent place. Also, it will become the first link in the drop-down Quick Links box. With Athletics on every page it will be very easy to find.

Alumni and Visitors: Move Giving to ISU icon to the bottom of the list and have it go directly to the pledge form.

Colleges and Departments: remove the word "more" in the drop down list so that it doesn't look like there are more colleges that are not listed. (Blake and Libby: what about using "More Departments..." instead, and just leave out the word Colleges??)

Contact ISU: Instead of going to the isuinfo email address, the link will now go to the Your Feedback form from the current ISU website.

**Agenda Item 2 – Additional items to focus on after the launch**

We need to include a list of all faculty and staff Web pages. This list could be linked to from several pages: Academics, Faculty/Staff, and faculty directory.

Need to create a list of on-line forms for the Faculty and Staff page.

Council needs to submit a proposal for student help for the Web Services Group. We should request \$15,000 for 2 students for 20 hours per week. Blake will write up a draft for Council approval.

Adjourned at 4:30 PM