

Idaho State University  
Web Services Council  
Minutes from 11/16/05

Meeting convened 3:00 PM

Present:

Roger Egan, Ali, Randy Stamm, Randy Gaines, Tony Lovgren, Mark Lee, Blake Beck, Janet Higgins, Margaret (for John Kijinski), Ken Trimmer

### **Agenda Item 1 – EMS and Meeting Maker Discussion**

Blake, Libby, Mark, and Randy Stamm attended a 45 minute demonstration on a calendaring solution – EMS. It is an interesting product, nice features: can send anything from master calendar to personal device/calendar if device can receive I-Calendar input—sun one and some Palms can. Can have sub-calendars in addition to master calendar. Must buy at least 5 calendars, and get charged for each calendar. Could have athletics, Faculty, Staff, Students, and Alumni (or additional calendars) then could see the master calendar or filter by sub-calendars. Then can have more categories/calendars (called events), e.g., under students can then have calendars for academic related events like registration and finals, and so on. Create authorized lists of viewers, by calendar. Users created for general, login, calendar administrator, and site administrator. Price is: \$3750 (for 5 calendars) + \$250 per additional calendar. Maintenance is 895/yr or 18% of total, whichever is higher. Can see an example and other information at: [www.dea.com](http://www.dea.com) (Dean Evans Associates). Go to the left hand side of screen link to master calendar. Blake has a contact list for institutions that are already using this product.

Some questions about calendaring:

What capabilities does SUN One have? Will have demonstrations from Meeting Maker and SUN One. It would be nice to have a product that would have personal, departmental scheduling and a master calendar that all sync. Will schedule other preliminary demos and report to committee again about findings.

### **Agenda Item 2 – Karen Breeding E-mail about Job Opportunities**

Need a “job opportunities” link added to the web site but where? Quick Links seems the most appropriate place. Employment and job opportunities in A-Z.

Council agreed. Page name needs to match, i.e., job opportunities needs to be on the job list. Mark will add job opportunities link to quick links.

### **Agenda Item 3 – What to do with the Contact ISU Link**

Deferred to next meeting.

### **Agenda Item 4 – Name change from Administration to Administrative Services**

Administrative Services is more descriptive of what you find on the page. Roger agreed to the change, especially if General Services goes away. Blake/WSG will do an analysis of similarities between General Services and Administrative Services for next meeting.

#### **Agenda Item 5 – Travel Office in A to Z**

Any needed cross-reference will be included. Mark will research this request. If there is a webpage or phone number to link to, then he will do it.

#### **Agenda Item 6 – Campus tour e-mail from Keith/ About ISU page discussion**

Will talk to Craig Joseph about removing the campus tour link from the About ISU page.

#### **Agenda Item 7 – Student Life versus Living and Wellness of Current Student Page**

Housing called and asked about these categories, which seem to be confusing. They think Student Life is the most appropriate page for Housing. Or would like to see the 2 combined. Housing, Transportation and Parking have to do Student Life, so move out of Living and Wellness? Change label to Student Wellness. Will send these suggestions back to the working group and then Council will continue the discussion.

#### **Agenda Item 8 – Other**

Future Projects for the Council:

- Campus Maps
- Comprehensive Calendaring Tool
- More Pictures
- Credit Card Payment Options
- I2 Logo on the Website
- Forms
- Contact US Link
- General Services vs. Admin vs. Academic
- Style Guide
- Directories linked to Webpages
- Class Schedule link to Syllabus or Webpage
- Criteria for Quick Links Inclusion