

Minutes
Web Proposal Review Committee
Friday, December 6, 1996

The Web Proposal Review Committee (WPRC) met Friday, December 6, 1996. Present were Adriana, Karl, Kim, Steve, David and Mike.

The committee reconfirmed its earlier decision to revamp the original Web proposal. The committee that we are proposing should act on policy only. Furthermore, the proposed committee should consist of three administrators, three faculty and three students.

The WPRC discussed the needs and composition of the proposed Web Policy Committee (WPC). Technical Services falls under the auspices of the Data Center and should receive appropriate funding. Training ownership was discussed. The Center for Educational Excellence should handle the scheduling and promotion of training.

To jump-start the proposed WPC, people from each department should be recruited. A listserv should be implemented to support them. It should have a few major functions including the charge to establish a clear set of guidelines regarding policy and the structure of our Web site. It would make recommendations on how things should look to the University Relations Department. It would also set rules specifying that people interested in putting material into the server attend training to learn the guidelines. When projects are finished, they should be sent to U.R. for review and then to the DC to be put onto the Web..

It was noted that anything representing a department or area should be cleared through the Public Relations Department. Considerable discussion then ensued regarding a more decentralized model whereby someone designated in each department is responsible for reviewing material. Form versus Function was also discussed. Short lists of information allow the surfer to find the information they are seeking without losing interest. Kim expressed concern that University material which have simple fonts and no images may convey the wrong impression to Web surfers. David expressed concern that loading images can slow down the client. It was noted that Eastern's home-page graphic needs to be changed.

Major Issues include:

1. Where to draw the line for a consistent image
2. Where do we put the disclaimer
3. Form and function
4. Who is responsible for consistent image
5. What elements, and guidelines are necessary for all pages
6. Identify what departments fall above line or below.

Those above should meet with U.R. on a regular basis to discuss