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**Eastern Connecticut State University**  
**Web Policy and Review Committee Minutes**  
**May 19, 1999**

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Present: Ross Koning, David Stoloff, Mary Anne Doyle, Steve Frazier,  
Patrick Fairbanks, Mike Pernal, Julie Vecchitto

1. The meeting was called to order at 3:15 p.m. by Mike Pernal, who charged the committee with its role as defined in the Web Policy: recommending policy, monitoring existing policies, and investigating disputes. He designated Julie Vecchitto as chair, and explained the committee's contact will be Dr. Carter or his designee. Dr. Pernal then turned the meeting over to the committee and departed. Steve Frazier has agreed to take minutes.
  
2. Before moving further in the agenda, the committee agreed on some defining principles.
  - The committee will meet twice during the semester, and additionally any time there is something to discuss. The committee agreed to reserve Fridays at 3 p.m. in case a meeting is needed on short notice. We agreed that meetings need to be held in a place where the website can be reviewed on-line. Meetings have been scheduled for Friday, Sept. 10 at 3 p.m., and Friday, Dec. 10 at 10 a.m. in Library Classroom 109. There may be an additional meeting scheduled during the summer to review the home page reorganization.
  
  - The committee needs to make sure procedures for posting web pages are clear.
  
  - The committee agreed that communicating and promotion of technology need to be regular agenda items; for example, the faculty senate should be putting their minutes on the website.
  
  - Minutes will be distributed by Steve Frazier, reviewed and approved by the committee, then posted on the website. Minutes should include actions and motions made by the committee. Steve has already set up a listserve for communication among committee

members at woc@www.easternct.edu.ecsu.ctstateu.edu.

- The committee agreed that its advocacy role is very important.
  
  - All members agreed that there is an urgent need for a full-time webmaster to keep track of compliance issues, respond to complaints and queries, answer e-mail and create reports in addition to keeping the site up-to-date. The current methods for doing the above are haphazardly applied because no one is able to focus on the issues for long enough to adequately address the issues. A motion to urge the hiring of a webmaster was made by Ross Koning, was seconded by Patrick Fairbanks, and agreed to by all present.
3. Redesign of official home page and request to reduce number of buttons: the committee agrees that the current configuration is inadequate. We need to establish a subcommittee to review the recommendations made last summer by the student website workers. Committee members agree that the page needs to be fast and clear, and that a webmaster should be in place to respond to complaints regarding the reorganization.
  
  4. Compliance Issues: the committee agreed that there needs to be a grace period for enforcing compliance with the web policy approved in November 1998 by the president.
  
  5. The period begins May 19, 1999 and ends May 19, 2000.
  
  6. All new WWW workshops will include instruction on what departments need to do in order for their pages to be compliant with the policy.
  
  7. Compliance workshops will be held in September to inform current

departmental webmasters about the revisions that need to be made to their pages.

8. Everyone who has responsibility for updating a departmental page needs to have an authorization form on file. This is really a job for a webmaster to track.
  
9. A notice needs to be made to the entire campus at the conclusion of the grace period that noncompliant pages will be placed in another directory until they are made compliant.
  
10. Web-based calendar: this is another feature of the web that should be disseminated to the entire campus. There is not enough use of this tool, which is simple to use and easy to access.
  - Each department needs to identify a person to input event information.
  
  - One recommendation was to add a page in between the alphabetical listing and the calendar to list the links to each department and its responsible information updater so that surfers would know whom to contact if they had an event they wanted to publicize.
  
11. Personnel office request to be considered "official information": the committee talked about policies and job descriptions being official information, but recognized that other parts might not be. We need more information and will review this request at our next meeting when we can look at the page together on the website.
  
12. Requests for links from organizations and other outside parties: we have

received requests for links from the Altnaveigh, legislator Don Williams' office, and a student housing directory. We currently have links with the town of Windham. We will review these requests at our next meeting and decide each case as it presents itself.

13. Student workers hired to develop Web pages: Steve Frazier requested that we reaffirm that students hired to develop web pages should not have acutal accounts on the official web server. Accounts can only be granted to faculty and staff, with the authorization of their department heads, who have completed, signed and submitted the Web Authorization form to the Data Center and the UR oversight authority.

The meeting was adjourned at 5 p.m.

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