

Minutes: Web Policy Review Committee
April 9, 2002

The Web Policy Review Committee convened on April 9, 2002 at 11:00 a.m. in the CIT Training Room, J. Eugene Smith Library. In attendance were committee members Mike Berlin, Steve Frazier, Ross Koning, and Julie Vecchitto; committee members not attending were David Stoloff, Ben Webman, and Fred Gordon. (The committee still needs two students to be appointed. SGA President Fred Gordon is working on this.) Also in attendance were: George Kahkedjian, Eastern's Chief Information Officer; Kevin Gill, lead Web technical developer; and Bill Kenney, Unix System Administrator.

1. The minutes from last meeting, held March 19, 2002, were read by the committee members. Steve Frazier made a motion to accept the minutes. They were unanimously accepted.
2. Chair Julie Vecchitto announced that her resignation as chair had been accepted. Until a new chair is appointed by the President or his designee, she will continue serving as chair.
3. The e-mail list for Web publishers has been updated by Bev Canfield from University Relations and Bill Kenney, Unix System Administrator. The list is now current, containing approximately 150 publishers, and the committee thanked Mr. Kenney for his work on the project
4. The chair asked if there was any business to discuss before the committee considered the agenda items remaining from the last meeting. George Kahkedjian asked that the committee discuss transition issues related to the domain change from ecsuc.ctstateu.edu to easternct.edu ensued.
 - There is confusion about the old domain name as it relates to e-mail. There are thousands of e-mail links on Eastern's site that refer to ecsuc.ctstateu.edu, the alias [alternate name] for the vax server, which has been out of service for about four weeks.
 - Transition to the new Web server is underway.
 - The Information Technology Services department (ITS) is making every effort to minimize difficulty arising from this transition and the elimination of the vax mail server. There have already been problems as a result of the vax server shutting down. These have been handled as they occur, but ITS wants to communicate its desire to minimize problems. A letter will be sent shortly to the campus community, addressing domain and e-mail address issues.
 - ITS staff will work on developing a script that will automatically update e-mail links on the pages served on Eastern's main Web server.
 - Ross Koning recommended an automated response to e-mails that bounce as a result of the vax shutdown. Steve Frazier will follow up with Fawng Li, who supervises the e-mail system, regarding a redirecting message.
 - In addition, there should be a referring message on the current Web server to redirect Web site users to the easternct.edu domain name server. This will be done by the ITS Web staff.

5. Ross Koning brought up issues that came up two years ago, which were never acted upon. Included were a request by the Dean of Arts and Sciences to have a button on the home page, making the home page 1 graphic with hyperlinks so the page would not load so slowly. He wondered why we could not come up with an intermediate solution to the problem.
 - The committee acknowledged a new site design that addressed these issues had been done, but with a lack of staffing, could not be implemented.
 - At this point, with the redesign of the site and migration of pages to be done by an outside vendor imminent, an intermediate solution is not a good approach because it could delay the implement of a real solution to Eastern's cumbersome, unnavigable Web site.
 - The committee needs to discuss the process of maintaining the Web site once it has been designed. This is a large issue that deserves much thought and discussion.
6. Kevin Gill brought up the issue of official pages and the need to redefine what are and are not official pages. If we say departmental pages need to be consistent with the home page and official pages, how do we force or encourage Web publishers to maintain consistency with the look and feel of the home page. Kevin Gill asked that the committee review Southern CT State University's policy as a model for defining official vs. unofficial pages. George Kahkedjian pointed out that unless it is clear to the user that he/she is exiting official pages via a message or domain name change, the University's position as it now stands could not stand up in court if challenged. There should be a pop-up message stating that the user is leaving official pages. It is critical that the committee spend more time on this issue. George Kahkedian offered to present a model for this at the next meeting.
7. There is a need to review ADA requirements and develop procedures to implement the necessary changes. Kevin Gill was notified last fall that Eastern is not compliant with the state's mandate as it relates to Section 508 (accessibility). Official pages must be compliant with accessibility standards. How do we insure that this is happening.
8. Because of other commitments, the committee again ran out of time for further discussion on these issues. The next meeting has been scheduled for Tuesday, April 23 at 2 p.m.

Respectfully submitted,

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