

Minutes

Friday, February 27, 2004, 11 AM - Noon
Web Policy Review Committee
Room 417, Eastern Connecticut State University Library

- **Welcome Mr. Ed Osborn, Director of University Relations**

George Kahkedjian introduced the new director of university relations.

- **Setting up the chair (perhaps cochair) for the committee**

George reviewed the background of the committee in relation to the work of the committee in developing the policy and getting the process going. While a tremendous amount of work has been done to improve Eastern's web site, there is much more to be done in relation to updating and maintaining content.

Based on past activities and anticipated future activities, Ed Osborn and Brian Lashley will serve as the chair/co-chair of the committee. George will handle the appropriate administrative aspects with these appointments.

- **Feedback on Web Policy that has been in operation**

As of now, there have been no issues pertaining to the policy.

- **Progress report with Web pages revision**

Kevin Gill provided a list of web activities that have taken place, including the pages that are either updated or in the process of being update. Additionally, when searches are now done using key words, Eastern's URL is ranked either number one or very high on the list. Kevin also pointed out that Eastern's radio station is now on the web. Kevin will provide a more complete presentation at the next meeting.

- **Future activities**

Ed Osborn asked the committee members to think of three breakthrough ideas or issues for future agenda items and email them to him.

Action Items:

- Next meeting set for April 2, 1:30 pm.
- Preliminary list of FY05 Agenda Items for consideration:
 - Content management and updating
 - Bulletin Board software
 - Home page update
 - Opt-in Email
 - Virtual tours