

**Web Policy and Review Committee
Meeting Minutes, February 24, 2006**

Present:

Ed Osborn, co-chair; Brian Lashley, co-chair; Kevin Gill; Bill Kenney; Yaw Nsiah; James Winner-Arroyo; David Stoloff; Steve Frazier

1. Kevin Gill indicated he received a favorable response from Pam Starr regarding the purchase of Lift Text Transcoder services. Pam will be discussing with Mr. Sweeney.
2. Contribute 3 Software: We are awaiting new Adobe pricing. Consensus is to buy individual licenses as we need them vs. a site license. Renew on that basis.
3. Hardware: Mr. Kenney will recommend Solaris server upgrades to Mr. Kahkedjian.
4. Membership: Committee asked Mr. Osborn to communicate with several departments (Student Affairs, Admissions, Visual Arts, and CSC/Math) to recruit additional ad hoc members.
5. Design Roll Out: Initial input sessions scheduled with Schools of Arts and Science, School of Education/Professional Studies, and administrative depts. After design tweaks, test posting on the web, with online survey **(to be developed)**
6. Home Page Designs: The committee reviewed the designs developed by James Winner-Arroyo and had a number of suggestions.
 - Reduce the vertical dimension to ensure one screen only (1024 x 768)
 - Bring search up to top and include advanced search
 - Remove “news” from top menu bar; redundant
 - Maximize real estate
 - Search feature should be for easternct.edu site only.
 - Add email/phone directory

James will make these changes and incorporate additional comments from the input meetings. Once made, Ed will send url to committee for immediate feedback. Next face-to-face meeting of the committee to occur in later March.