

#### MINUTES, WPRC MEETING 8/6/02

The Web Policy Review Committee convened at 2 p.m. on Tuesday, August 6. In attendance were Michael Berlin, Ross Koning, Bill Kenney, George Kahkedjian, Steve Frazier, Brian Lashley, and Julie Vecchitto.

1. Web publishers should be given an opportunity to communicate with and understand the activities of the WPRC. We will distribute minutes and meeting notices to the web publishers e-mail list that was developed by Bill Kenney.
2. Request by Student Employment for an interim employment page, which includes job opportunities for external candidates, students looking for on- and off-campus jobs, students looking for co-op positions, and alumni seeking services from Career and Experiential Services, was discussed further. Affected campus departments will be notified of the request; the proposed language for the interim page will be shared with department heads. If everyone approves, the interim page will be implemented.
3. With some publishers using different servers from Eastern's main server, there needs to be language on the Web Authorization form that provides server location information. Dave Bachand is working on revising the form to address this need. As soon as it is complete, the WPRC will review the form and it will be posted on the web site, replacing the current form.
4. There have been numerous complaints in webmaster mail recently regarding the search function on Eastern's Web site. Currently, the university is using Swish, a free search program that has not been performing well. Kevin Gill and Bill Kenney have been researching alternative search engines, and a final determination, based on their research, will be made in the near future. Following is the criteria that will be used in determining the choice of the software. This and other criteria developed by the WPRC will link off the Web policy, so Web publishers will have guidelines to follow when creating their Web pages.

#### CRITERIA FOR USING EXTERNALLY DEVELOPED TECHNOLOGIES (search engines and other applications)

- The University has adopted this technology university-wide.
- The University gives credit for the developer of the technology by recognizing the developer's trademark.
- The University does not use technologies that require the presence of banner ads, pop-up windows, and other advertising that promotes products and services directly.
- Each use/implementation of a different type of application on the University's official server will be reviewed by the Web Policy Review Committee on a case by case basis.
- Use of a particular product is at the discretion of the University and may be discontinued at any time.

5. The Web Policy revision could not be completed at this meeting. The committee will continue to revise the policy at the next scheduled meeting.

6. The meeting adjourned at 3:30 p.m. The next meeting will be held on Wednesday, August 14 at 3:30 p.m. in the CIT Training Room, 4th floor of the Library. There will be another meeting on August 21 at 3 p.m. in the same location so work can be completed on the revised policy draft.

#### AGENDA, WPRC MEETING, AUGUST 14, 2002

1. Old Business
2. Housing an academic literary journal on Eastern's Web site
3. Revise Web policy

Respectfully submitted,

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