

## **Web Policy and Review Committee Minutes November 15, 2005 Meeting**

### **Present:**

Ed Osborn, Brian Lashley, Kevin Gill, Bill Kenney, David Stoloff, Steve Frazier  
Guest: James Winner-Arroyo (student designer)

### **Agenda:**

1. Ed Osborn reviewed 2005-06 and 2006-07 committee goals, which focus on continuing the development and support of department web pages and a redesign of the Eastern home page. He also passed out "Web Notes" and received committee feedback on what will become the committee's newsletter.
2. Kevin Gill provided a status report on the Luminus Project. Luminus, a web portal, would provide a gateway to Eastern's web-enabled services such as Banner, E-Web, WebCT, and email, and would allow for single sign-on to those services. The CSU System Office has purchased the licensing, however there are still software, hardware, and staffing issues associated with full implementation. The initial implementation is associated with Eastern's VISTA Project Pilot scheduled for late 2006.
3. Lift Text Transcoder: This is a product, hosted by the vendor, which will allow Eastern to present a text-only version of its web site to users. Central, Western, and the CSU System Office have purchased and implemented the product. Eastern would have to buy it for itself at a cost of about \$8,400. In addition to the software, we need a test/development server and ADA training for web users.
4. Department web site development: Kevin Gill briefed the committee on the status of department web pages. While this is going well, we need to buy more Contribute software licenses as well as application software.
5. Ed Osborn provided committee members with a handout that described criteria for a new home page design as well as a possible implementation process. Design samples were also shared. The committee provided feedback (more direct "search" feature) and was enthusiastic about the designs presented.
6. Committee members asked that these additional design criteria be added:
  - a. Define preferred resolution size (i.e. 1024 x 768)
  - b. Ensure we meet accessibility guidelines
  - c. Create standards for lower level pages (home, disclaimer, footers, etc.)
  - d. Review committee policies to ensure all are met within a new design
  - e. Identify existing page owners to ensure all homepage links are carried over
7. Next Steps:
  - a. Brief President Carter
  - b. Send out Web Notes

c. Schedule next meeting