

Minutes of Web Policy and Review Committee Meeting; October 11, 2006

Present: Ed Osborn, Kevin Gill, James Winner-Arroyo, David Stoloff, Mike Berlin, David Oyanadel, Sarah Tasneem, Brian Lashley

1. Staff/Faculty Feedback:

Ed Osborn shared initial results from the online survey being used to gather feedback on the new website. While results were favorable (attached), issues to attend to include:

- We need a better staff/faculty directory (ITS is aware of this)
- We need a better calendar (One has been purchased; project timeline TBD.)
- We need consistency (templates, technical support) throughout the site, including academic department pages.
- The committee asked Ed to group/categorize actionable items that were included in the open-ended responses so that the committee can process them more easily. It was agreed that technical issues can be addressed immediately, subjective opinions will be noted without response, and actionable ideas will be addressed to the extent possible.

2. Templates:

James Winner shared two different templates with the committee for discussion.

Consensus was reached to revise the templates as follows:

- The space devoted to the Header will be reduced in size and redesigned to include department identifications that had been planned for the Banner section. This allows the Banner section to be eliminated, freeing up real estate.
 - One version is needed for departments with vertical menus, and another for departments with horizontal menu needs.
 - The search engine will need to be repositioned. In addition, we need to create a “Quick Links” button on the template to accommodate the homepage horizontal menu items, which will not be part of the template now.
 - We also need to enlarge the type in the horizontal menu on the home page.
 - We need to add a footer to the templates.
 - As we roll out the templates, we can provide design guidance to departments.
- 3. Calendar Project:** Kevin Gill indicated the software application has been purchased. A project plan/timeline has yet to be established.

4. Web Policy Review:

- Ed had several suggested web policy wording changes for the committee to consider.
 - Two dealt with out-of-date language. Kevin Gill asked that those be tabled.
 - The other wording changes dealt with the question of whether or not academic department Home Pages should be considered official pages, with design templates and other considerations presumed to apply. David Stoloff told the committee that academic chairs were concerned about the work involved and had raised the issue of responsibility and compensation. Ed will write a memo to administration for the committee to review regarding this issue.

- 5. Other business:** Once the Current Student portal is updated, the design will be shared with committee for response. Move survey to “Contact Us” after test.

Next Meeting: First week of November; date TBA.