

Date: December 13, 2004
Location: ITV EGF/TRF

Time:

Chair: Shari Olson **Recorder:** Sue Field
Members Present: David Christian, Sue Field, Shari Olson, Stacey Hron, Mary Fontz, Chad Sperling, Karleen Delorme, Heather Hauschild-Lemoine,

Members Absent: Terry Wiseth, Eric Watson, Craig Rolfson

Guests:

Team Minutes

Agenda item #1: Information on Technology Subcommittees and need to complete the Technology Plan for 2005-2007 **Presenter:** Shari Olson
Technology Subcommittees: will be asked to elect a chair for the academic year. Each subcommittee should meet once per month and post all meeting minutes to the college web, as was provide an electronic copy to the members of the Technology Committee (group within Group Wise)

Discussion: The College Web team is composed of students and employees committed to continuous improvement of the college website, as well as making recommendations for priorities and future enhancements.

Conclusions: Chad Sperling was named the chair for the College Web Team Meetings.
Sue Field will be the recorder.
David Christian and Chad Sperling will represent the College Web Team Meetings at the College Wide Technology Meetings.

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Agenda item #2: Date for monthly meetings **Presenter:** Shari Olson

Discussion: Members of the committee did not have their calendars available to determine the best days and times for monthly meetings. Determined that next meeting should be in person so we can get more accomplished.

Conclusions: Next meeting January 7th, Friday at EGF over lunch at 12:00 in Room 306B.

Action items

- ✓ Bring Calendars to next meeting
 - ✓
 - ✓
 - ✓
-

Person responsible:

Each Member

Deadline:

1/7/05

Agenda item #3: Agenda for next meeting**Presenter:** Shari Olson**Discussion:** Action plan needs to be filled out. Chad needs to bring his to do list for the web master position.

Conclusions:

1. Action plan needs to be filled out.
2. Chad will go over his work list for the web master position.
3. Policy for web page changes needs to be developed.

Action items

- ✓
 - ✓
 - ✓
 - ✓
-

Person responsible:**Deadline:****Agenda item #4:****Presenter:****Discussion:****Conclusions:****Action items**

- ✓
- ✓
- ✓
- ✓

Person responsible:**Deadline:**

Other Information

Resources:

Special notes: