College Web   Team Meeting

Date: **11/23/05**   **Time:**   **1:00**
Location: **EGF and TRF video conference**

Chair: **Chad Sperling**   **Recorder:**   **Sue Field**
Members Present: Mary Fontes, Elizabeth McMahon, Sue Field, Chad Sperling, Bruce Koppenhagen, Scott Foss. Julie Olson, James Staite

Members Absent: Stacey Hron
Guests:

Team Minutes

Agenda item #1:	Action Plan '06 **Presenter:** Chad Sperling

Discussion:

Priority list: Reviewed the list

1. Center for Outreach and Innovation website: Finished 1 week ago. Completed.

2. Pioneer 90.1 website: Finished: Completed except for
Live feed projected finished by December 9th ,2005

3. Online Student Orientation: Site is designed and developed but not programmed yet. Chad will meet with Kate next week to review it. There are sections and tests and if a student successfully completes the orientation online they do not have to come to the campus. 30to 40% complete.

4. Web Directory update: New employees that are hired will be able to query new employees and put into the directory. ISRS needs to be cleaned up first before it can be queried. ISRS is currently being cleaned up by HR. Faculty web sites, efolio can be used.

5. Photo downloads: Heather left and project has slowed down. This was for news items. Julie Olson. will followup with Chad on this.

6. Online writing lab: on hold

7. Information request/Marketing: on hold

8. Cancelled classes: for the home page: Information gathered but nothing completed on this.

9. A to Z search 5% done with this.

10. Student life website: Chad meeting with EGF student senate on December 1st. James Staite will help Chad with it.

11. Learning services webiste got the information yesterday on that.

12. Intranet upgrade: dropping the intranet and going to virtual office: Completed.

Conclusions:

Revised Priority list and deadline
1. Cancelled Classes : December 1
2. Online Radio Feed: Will be done December 9th
3. Online Orientation/Registration: Good start on this.
4. New Admissions website in new design: Would like to use focus groups to check out design.
5. Laptop configustion guide
6. Student life website
7. Student info marketing: Information request/marketing
8. Online writing lab

9. Directory sort by department: Web directory
10. photo downloads
ongoing: Convert Program Videos to web format, place on academic program pages.

Action items		Person responsible:	Deadline:
✓	Online Student Orientation	Chad	
✓	Online Radio Feed	Scott Foss	12/9
✓	Web directory update	Human Resources	Ongoing
✓	Photo Downloads	Chad and Julie	Meet in December
✓	Student life web site	Chad and Jamie	Meeting 12/1
✓	Cancelled Classese	Chad	12/1

Agenda item #2:   **Presenter:**

Discussion:

Conclusions:

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Agenda item #3:   **Presenter:**

Discussion:

Conclusions:

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Agenda item #4:   **Presenter:**

Discussion:

Conclusions:

Action items   **Person responsible:**   **Deadline:**

✓

✓

✓

✓

Other Information

Resources:

Special notes: