

Date: 2/17/05
Location: TRF and EGF via web camera

Time: 11:00

Chair: Chad Sperling
Recorder: Sue Field
Members Present: Karleen Delorme, David Christian, Stacey Hron, Sue Field, Mary Fontes, Chad Sperling, Heather Hauschild-Lemoine, Terry Wiseth, Kelli Hallsten, Julie Waight

Members Absent: Eric Watson, Craig Rolfson

Guests:

Team Minutes

Agenda item #1: Calendar **Presenter:** Chad

Discussion: Meeting next month on March 23rd, Wednesday, at 11:00

Conclusions: Above, 3rd Wednesday of the month at 11:00, except next month due to spring break.

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Agenda item #2: Web Project Update

Presenter:

Discussion: Web changes: discussed how to make changes throughout the college.
Email address: Java script that blocks web crawlers that produce spam. On the web site you could put your email address up on the web and bring the student to their email address which would prevent crawlers. That way the students would be able to use attachments.

Conclusions: Continue on project updates, Look into form for making web changes, Look into web crawler

Action items	Person responsible:	Deadline:
✓ Will develop a form for the web to make web changes, Karleen, Pat and Stacey may have used something, will work on this.	Karleen, Pat and Stacey	next meeting
✓ Will continue to work on web crawlers java script	Chad	fall
✓ Athletic web site	Chad	To work on spring
✓ Shell for the future look	Chad	fall

Agenda item #3: Action Plan Objectives

Presenter: Chad

Discussion:

Conclusions:

Action items

Person responsible: Deadline:

- ✓
- ✓
- ✓
- ✓

Agenda item #4: Intranet survey

Presenter: Karleen

Discussion: Karleen sent a list of everything on the intranet. Under My NCTC there will be a employee virtual office which will bring up the login screen, and then there will be a link of resources that employees need on the internet rather than the intranet. This would then link to the internet rather than the intranet. All the meeting minutes, forms, and faculty forms will go onto the internet. If students need the forms they will be left for them on the intranet.

The grants link would be removed since it is all 2 years old. Can be added at another time if needed. Policy and Procedures will be moved to internet. CCO link will be on each. The assessment and quality will not be moved since it is outdated as well.

Conclusions:

Action items

Person responsible: Deadline:

- ✓ Will be completed by Summer.
- ✓ Build the employee internet network
- ✓
- ✓

Karleen Summer
Stacey Summer

Other Information

Resources:

Special notes: Also worked on the College web Goals which are attached.
Items to work on include:

1A. The website will be used to sell items from the bookstore and buy tickets for events.

Best practices in student services will be hosting a web conference on March 9th.

Mary would like us to research what we should do first.

May need to bring in a vender to put the bookstore online.

1C. The website will be used to enhance their services we provide to students. We need to prioritize list. Hopefully at next meeting.

1D. The website will be used as a resource for community events and facility use. We need to get a link on the calendar for the Swenson House. Chad will work on this.

2A. The webmaster will develop templates for faculty homepages to use.

We need to communicate what we have. Karleen will email employees on what they want in there.

Then it must be sent to division heads and get ok by Dean of Academic Affairs.

3A. The website will offer online versions of admissions material, catalog, viewbook, videos of academic programs. Chad will research the videos and AD compliance.

4A. The website will provide up to the date news and events: Press releases are now put on the web. Calendar needs to be kept updated. Need update on swenson house link.

4B. The website will provide alerts for class cancellations. Chad will come up with ideas for next months meeting for redesign.