

**Date:** 4/6/05

**Time:** 1300

**Location:** web camera TRF and EGF

**Chair:** Chad Sperling

**Recorder:** Sue Field

**Members Present:** Stacey Hron, Terry Wiseth, Karleen Delorme, Sue Field, Mary Fontes, Chad Sperling, Kelly Hallsten, Heather Hauschild

**Members Absent:**

**Guests:**

## Team Minutes

**Agenda item #1:** Web History Brief review

**Presenter:** Stacey Hron

**Discussion:** 2003 to 2005 web history handout reviewed,

Completed Academics in the fall

Completed Athletics last week

Center for Outreach was finished yesterday

Need to update process to update the web pages.

Need to create a form for web changes.

Have Chad put his to do list and work on them, the committee can help him to decide what are the priority needs on the big projects.

Next big projects are in priority:

**Conclusions:**

1. Pioneer 90.1 with live feed.
2. Online orientation
3. Faculty template for web pages, need to do survey on this Kelly will do this
4. Email information request for the students via email for marketing database.
5. Higher quality photos for downloads as a "go to" website for press releases and information.
6. Online writing lab. Athletics would like the jerseys and such to be online as well.
7. Information request for the students via email for marketing.
8. Cancelled class update: done by phone in EGF 9, 12, 3. SHOULD be done in TRF as well. Our website would be good to have that there as well. As a communication vehicle. Can highlight the number on the web page until we get the website done at this time.
9. Search site instead of using a search, have a page of links.
10. Student life clubs; clubs for enrollment and what they do.
11. Swenson House event link on web page
12. Learning services

**Action items**

- ✓ survey on faculty templates

**Person responsible:**

Kelly Hallseth

**Deadline:**

end of semester

- ✓ Stacey and Mary will followup on telephone course cancellation at TRF Stacey Hron, Mary Fontes Next meeting
  - ✓
  - ✓
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**Agenda item #2:** Best Practices online **Presenter:** Mary Fontes  
**Discussion:** CD and materials purchased. That has been discussed as being presented to faculty. This will help to determine priority projects for the web committee.

**Conclusions:**

Action items	Person responsible:	Deadline:
✓ Mary Fontes will view CD before next week to see if our action plan priorities will change.	Mary Fontes	4/13/05
✓		
✓		
✓		

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**Agenda item #3:** **Presenter:**  
**Discussion:**

**Conclusions:**

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

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**Agenda item #4:** **Presenter:**  
**Discussion:**

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Conclusions:

Action items

Person responsible:    Deadline:

- ✓
- ✓
- ✓
- ✓

*Other Information*

Resources:

Special notes: