College Web   Team Meeting

Date: May 9, 2005   **Time:**   1400
Location: web camera

Chair: Chad Sperling   **Recorder:**   Sue Field
Members Present: Mary Fontes, Karleen Delorme, Sue Field, Chad Sperling, Linzie Martin, Kelly Halsten

Members Absent:
Guests:

Team Minutes

Agenda item #1:	Technology Committee FY06 Priority List	**Presenter:**	Chad

Discussion: Chad will take our priority list off of our action plan done last meeting. The college wide meeting will be on Monday, May 16th at 9:00 on the TRF campus.

They want to know the financial needs for these priorities.

A list was made and the costs determined to bring to meeting.

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓ To get priority list to Sherrie Olson	Chad	May 2005
✓		
✓		
✓		

Agenda item #2:	Update on Class Cancellation & Transcript Requests	**Presenter:**	Stacey

Discussion: Stacey states that Dennis Bendickson does not think we need a "hot line" for the transcript request on the TRF campus.

At the EGF campus they have a telephone hotline.

Jeff Thomas has not gotten back to STacey on the class cancellation hotline.

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓ Check with Carol Dahl to see if she gets a lot of calls	STacey	May 2005
✓		
✓		

✓

Agenda item #3:   Best Practices for Online Student Services Update   **Presenter:**

Discussion: Student life area would be good to do, Chat…would be nice. TRF had their meeting today, EGF is having theirs hosted on Monday May 16th, noon to 2:00. Lindsey and Chad will host.

Conclusions:

Action items	Person responsible:	Deadline:
✓ Lindsey and Chad will work on this for Monday, May 16th ✓ from 12 to 2. ✓ ✓ ✓	Lindsey and Chad	Friday May 13th to have advertised

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Agenda item #4:   Faculty Web Page Template   **Presenter:**   Kelli Halstad

Discussion: Kelli got responses from 9 people. With varying ideas. People responded positively. Most were from gen/ed. So what do we want to do? Do we push faculty to do professional web pages? templates? Minnesota efolio? Is their web space available?

Conclusions:

Action items	Person responsible:	Deadline:
✓ ✓ ✓ ✓		

Other Information

Resources:

Special notes: Other Agenda Items:

Web Priority List Update
        Online Surveys (Course, Tech, e-Chug) : These have been done and linked to the
homepage.
        COI: Uploaded this week. Should be done within 1 week.
        Web Request Form: Will email us this.
         Swenson House Event (Web Calendar option): Completed. Color coded.
         Pioneer 90.1 Chad Sperling: Meeting tomorrow.

Forms on the Intranet: Should be put on the internet. Will have links to virtual office and link to
departments for other forms. This will be done this summer by ITS department. A section called
Forms will be in virtual office after this summer. There will be more features than on the intranet
and Holly will do inservicing this summer and fall.