

Date: 12/6/06
Location: EGF-411A, TRF-545

Time: 12:00pm – 1:00pm

Chair: Chad Sperling

Recorder: Scott Foss

Members Present: Mary Fontes, Karleen Delorme, Lindsey Wangberg, Ben Hunter, Beth McMahon, Julie Olson, Travis Ryder, Mark Johnson, Stacey Hron, Chad Sperling, Scott Foss, Diana Moncada

Members Absent: Richard Chapman, Robert Hunter

Guests:

Team Minutes

Agenda item #1: Priority List Update **Presenter:** Chad

1. Online Orientation – finish by April 2007
2. Human Resources Dept Required Annual Training Database – initial phase
3. Web form for news submissions – testing phase, then will go live
4. New Aviation website – research phase, will not be a separate site but will be merged into existing design
5. Immunization Database – meeting 12/8/06 to get more information like what queries are needed. Employee input form are finished and usable, student input form needs to be created along with authentication for students.
6. VO Committee Pages – no change...initial phase of redesign
7. Online Writing Lab – no change
8. Podcast Center – initial/research phase...not pressing
9. Office of Advancement & Outreach website – no change
10. Directory Sort by Department – remove from top 10, must research capabilities of accessing needed data due to changes in policies

While discussing this agenda item the following was also discussed.

Discussion:

- “program pages” are wanted...like aviation page and biologya totally separate page operated by the instructor
 - these should just be part of the new design, the independent “pages/sites” should go away. May 06 minutes says so.
 - “departments” what are they.....college or campus, what is “department” when it comes to a 'department page'
- Search by program - Lindsey
 - on programs pages “career program finder”
 - a link will be added to the “career programs” page, it is currently on the sidebar and can be overlooked.
- Ben - asked if there could be a link on the site for a list of committees looking for student representation...it's been difficult getting students to volunteer
 - get involved link, brief description of what the committees would be....student life page.
- Ben - New class art 2d class added to spring semester...how to promote the course to fill it.
 - How to promote it on the site, add it to new news?
 - Information needs to get to marketing so that they can promote it.
- Ben - Movie tickets only can be purchased in bookstore, and they close “early”. By the time a student decides to go over there they are closed. Is there a way of adding them to the website....might need to check with Midco and see about a coupon on the website or printout. Authentication will be an issue.

- Workstation for allowing student senate to update their information...Chad has software for this.

Conclusions:

Action items

Person responsible:

Deadline:

- ✓
- ✓
- ✓
- ✓

Agenda item #2: Review FY07 Action Plan

Presenter: Chad

Discussion: Section "1a"

- Not sure where the online bookstore is at, still ongoing.
- Also found that purchasing sporting events tickets is not covered.

Conclusions:

Action items

Person responsible:

Deadline:

- ✓
 - ✓
 - ✓
 - ✓
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Agenda item #3:	Google Analytics/Alexa Web Rank	Presenter:	Chad
Discussion:	Google Analytics – <ul style="list-style-type: none"> • Used for tracking traffic to the site, entry points, exit points, web browser used, where are the visitors from, do they have Java/Flash, etc. • Can be used to better market the site and college • Can be setup for each page (like just a certain program page) Alexa web rank <ul style="list-style-type: none"> • Ranks the site on the internet, how popular is it. • Was under 1 million, now we are ranked in the 800 thousand range 		

Conclusions:

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Agenda item #4:	Site Navigation Upgrades	Presenter:	Chad
Discussion:	Site navigation upgrades <ul style="list-style-type: none"> • tweaking navigation of the site.... • sub-navigation bar gets covered by the main drop down menu • admissions and technology home pages have the new “commonly used tools bar” which would be on every page. • Use the sub-bar to promote the class cancellations, but the current location seems to work. 		

Conclusions:

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Other Information

Next meeting date is Jan 24th at Noon
 - review technology and admissions home page

Resources: Meeting conducted via video conference

Special notes: