

Web Committee Minutes

Date: May 2, 2006

Location: EGF#106 & TRF #545

Present: Chad Sperling, Mary Fontes, Elizabeth McMahon, Lindsey Wangberg, Karleen Delorme, Scott Foss, Stacey Hron, Cynthia Jorstad

Absent: James Staite, Bruce Koppenhaver, Julie Olson, Linda Wiley, Sue Field, Andrew Peterson, Debbie Kronnik

Minutes

Chad will check with the EGF student who was suppose to be recording minutes to determine if she has fall semester minutes. Then forward them onto be posted in virtual office.

Summer Meetings

The web committee will continue to meet during the summer on the 2nd Wednesday of each month from 2-3pm: June 14, July 12, and August 9.

New Design

Chad has finished the student and faculty focus group meetings. Based on the feedback from those meetings and the survey he lightened the top bar color. He will present the new design to the Executive Committee on Thursday, 5/4, in TRF. He will also present it to the EGF managers group on Wed at 11 am. Stacey will provide the link the TRF manager group on Wed at 9am. The test address is: <http://test.northlandcollege.edu> Chad will send an email to this group with the results next week.

Current Projects

#1 New NCTC Home Page Design Concept

#2 Online Orientation/Registration

#3 New Admissions website

The design for the first three projects listed above will be completed in the new site. Each department is still working on the content to populate the site pages.

Add a new #2 Program web pages to the list and renumber the rest.

The current program content will be transferred into the new design. During fall semester, meeting will be held with faculty to determine if any additional information needs to be added to their program page. Lindsey will work with Karen to update the program booklist for fall then send an electronic copy to be posted to program pages.

#4 Immunization Database - Scott has not had time to work on lately and will begin working on it again after he gets back from vacation.

#5 Student Life – each club wants to have a web page which is maintained by the club president. The student life director would need to monitor what the students are publishing. The committee will discuss the issues in greater detail to determine such

issues as who will monitor what is published, who will be responsible for updating the information, guidelines on what can be posted, etc. Chad will schedule a meeting with the following members to work out details: student life director on each campus, student senate reps from each campus, VP student services, Dean student services, and Scott Foss.

#8 Directory – Scott is still working with HR to see what changes they have made in ISRS.

#9 Alumni - Bonnie will meet with Chad after the new site is live to determine what additional information needs to be added.

#10 Technology - Chad has posted the new pages on the live site.

Add to current project list - Cosmetology needs to list services provided to general community. Add a services page to the new design which will identify all the services provided by Cosmetology, Discovery Center, Auto Services, etc.

Future Projects

Many of the future projects listed will be completed in the new design. The future projects list will be updated once the new site is live and move many of the future projects to the completed list.

Action Plan

The committee suggested making the following changes:

1e1 entire NCTC web site design -- add the timeline of July 10, 2006

1e4 change Dean of CIO to Directory of Technology

2B change the objective to:

The website will promote access to multiple platforms (D2L, virtual office, email).

Strategies: attempt to provide access to multiple platforms (D2L, virtual office, email) with minimal logins.

5A strategies change timeline to Fall 2006.

Additional Items

Mary and Stacey will discuss the web change / update process with the Executive Committee on Thursday, 5/4, to determine if there is a better way to get changes / updates submitted. All web content changes should be submitted to the appropriate Dean in February, May, and October for updating.

Chad will email the new test link to all employees for their review indicating any suggestions/updates should be emailed to him by May 12.