College Web   Team Meeting

Date: 2/7/07   **Time**:   12:00pm – 1:00pm
Location: EGF-306B, TRF-545

Chair: Chad Sperling   **Recorder**:   Scott Foss
Members Present:
- EGF: Mary Fontes, Karleen Delorme, Lindsey Wangberg, Ben Hunter, Beth McMahon, Chad Sperling, Scott Foss, Diana Moncada
- TRF: Julie Olson

Members Absent: Richard Chapman, Robert Hunter, Travis Ryder, Stacey Hron, Mark Johnson
Guests:

Team Minutes

Agenda item #1:   Minutes Review   **Presenter:**   Chad

Discussion:
1. Promoting classes, most classes are up and running. Not sure if any promotion happened.
2. Movie tickets, will not be online for purchase...but a page/link can go on the site to say where to purchase them
3. Student senate website is EGF, TRF doesn't have any information on the web
4. Student senate has purchased contribute software (2 licenses), for managing their club websites. Chad will give training. They will maintain their own content.
   a. There was talk about clubs getting their own domains for their own pages, etc.
      i. Must be looked into further.
      ii. Student publication vs college publication issues.

Conclusions:

Action items   **Person responsible:**   **Deadline:**
- ✓
- ✓
- ✓
- ✓

Agenda item #2:   Priority List   **Presenter:**   Chad
Discussion:
1. Don't need it until April, pretty far into the project but other deadlines are there
2. HR matrix might be done next week
3. Health Immunization database – currently in testing/trial mode
   a. Link will be given out by Beth
   b. There has been a few students using it

c. Give it some time and get feedback, will be an ongoing project.
4. Not a lot of content at the moment, make it bigger / own site.
5. Student success stories (new one), about 10 stories so far. Chad has an idea of how to put it together. Lori will get the stories to Chad.
   a. Link on program pages for meet the student, back to the stories.
6. There was a meeting for ideas for Office of Advancement & Outreach website
7. Nothing has been done on the other projects

Conclusions:

Action items		Person responsible:	Deadline:
✓			
✓			
✓			
✓			

Agenda item #3:	Beth – updating web content	**Presenter:**	Chad

Discussion:
1. Who to direct suggestions to for typo's, etc.
2. Academic side has not been getting requests for updating their content.
   a. Email notification (from Stacey) might have been over seen by responsible supervisor.
   b. Some programs have had their content updated, but it was on their own...they were not notified to review their content.
3. There was talk about changing the list that goes out, that would be specific to each department and not a list of all departments.
4. Another idea was send the list to everyone, and any changes will need to be funneled back to their responsible supervisor. Might help with everyone getting a notification of keeping an eye on content and review.

Conclusions:

Action items		Person responsible:	Deadline:
✓			
✓			
✓			
✓			

Agenda item #4:	Action Plan	**Presenter:**	Chad

Discussion:
1. Objective 1a
   a. Section 1a1 has not happened, need to check if we still want to pursue it.

b. Section 1a2 is online, but review may required.
   i. Not very user friendly
   ii. Logo might be altered.
   iii. New clubs couldn't get stuff, all clothing was grey only
c. Most outcomes all refer to 1a1 and not 1a2.
d. Timeline needs to be updated....have people responsible meet in spring to set a timeline for the actual project

2. Objective 1b
   a. Dates need to be changed – April 07
3. Objective 1c
   a. 1c1 – done
   b. 1c2 – done
   c. 1c3 – new
   d. 1c4 – closed...change the strategy (make it comprehensive)...restructure
   e. 1c5 – done
4. Objective 1D
   a. 1d2 – revise - Swenson House will have its own calendar.
   b. Chad is looking at a new calendar program
5. Objective 1E
   a. 1e1 – done
   b. 1e2 – done
   c. 1e3 – ongoing
   d. 1e4 – Look at changing the process (see agenda item #3)
   e. 1e5 - ongoing
   f. 1e6 - ongoing
6. Objective 2A
   a. 2a1 – done - on faculty resource page – efolio
   b. 2a2 – done
   c. Remove the entire objective
7. Objective 2B
   a. 2b1 – can't really be accomplished....single sign-on.
      i. Too many separate systems to tie into
   b. Remove 2B
8. Objective 2C
   a. 2c1 – done
   b. remove 2C
9. Create new Objectives in Goal 2.

Will continue with Action Plan later, running out of time for last agenda item

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓		
✓		
✓		
✓		

Agenda Item 5:   Committee Think Tank (Presenter: Chad)

- links and layout (Academics Menu and Admissions Menu)
    - make it easier (no more than 10 items)
- Admissions Menu
    - international students don't need to be separate (black dot) – remove, it's already under Apply Today
    - information requests – move under Apply Today
    - remove the "home" (Admissions Home and the Academics Home)....wait for feedback to see if it must be re-added
    - Check list – move to under Apply Today
    - Remove College viewbook and move it under Publications on the Academics Menu
- Academics Menu
    - remove Academics home
    - Academic calendar
    - finals schedule
    - registrars office
    - class registration and class schedules
    - Nontraditional Careers – move under Academic Programs
    - Create Support Services
    - move Advisors, Counselors, Learning Services, Bookstore
    - remove distance education (black dot)
- Make the changes and then review again.

Next meeting date is March 7th at Noon

Resources: Meeting conducted via video conference

Special notes: