

Meeting minutes from the May 4, 2001 (BSC, Spotlight Room)
CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)

Present: Pam Burress - Civil Service/Co-chair, Melissa Enderlin - VPSA, Jim Cunningham - Milner, Doug Mock - CON, Ken Fansler - COE, Trisha Klass - Faculty, Ray Smock - VPFP, Dave Schaafsma - COB, Mark Troester - CTSG/Co-chair

Guests: Penny Hankins (IWSS Technical Writer)

Excused: Bob Aaron - VPUA, Michael Baum - AP, Carl Manns (VPUA), Kate Plantholt - CAST

Absent: Jody DeCremer - CFA, Sarah Walczynski - CAS

Discussion of A-Z request:

- Melissa had requested a change to several department names in the A-Z web list so that they would not all show up under "student." In doing this, it makes it easier for students to find the name in the A-Z listing. (I.E.: Student Health Service could now be listed under H for "Health Service, Student.")
- Mark suggested that each of us might want to find out in our own areas if there is this type of need, and report change suggestions to IWSS.

Discussion of University Research Office (URO) questions for grant proposal (blue) sheet:

- Pam is meeting with the URO to give them the 4 questions they want to put in their appendix to assist those filling out the form to realize/flag technological resources pertaining to the web.

Discussion of ISU Legal Office and photos on the Web:

- IWSS's web site has release forms available. These are a MUST per the ISU legal department for ANY PERSON in a picture to be displayed on a web page. http://www.iwss.ilstu.edu/services/photo_release.shtml
- The question was raised about taking large area move-in days and broad graduation photos. If the person is not detailed enough to make out who it is, can it be posted (no is potentially the answer)? Mark will look into this further.
- What about web cams... a project Ray might be getting involved with? Ray will look into getting definitions/answers for the group.

Discussion of summer schedule for WebPAC meetings:

- It was suggested that we change our WebPAC meeting dates for the SUMMER to a reduced schedule, with the agreement of all our committee members that if a problem arises with an immediate need for attention, that our group would add a meeting date.
- The dates set for our summer schedule are as follows:
5/18 skip 6/1 6/15 skip 6/29 7/13 skip 7/27 8/10

Discussion of DNS request forms are available in draft form for viewing:

- Close to finalized versions of the new DNS request forms (still are DRAFT though) are available for viewing on the www.ilstu.edu/depts/teldev web site (under FORMS).
- Pam asked that our group take a closer look at the CUSTOM WEB ADDRESS and the EXTERNAL ADDRESS web forms. These 2 forms will be made public once the guidelines are accepted and publicized. Feedback on the forms are appreciated.

Discussion of Jim and Mark's visit to the Disabilities office:

- It was realized that if an issue/complaint is made by someone not being able to access certain services on the web, then that service would be shut down and revert back to it's original form.
- "Just in case" vs. "just in time" was discussed. The question to the university is still open as to who enforces these policies.
- "Undue burden" was also raised.

Discussion of ADA and 508 draft document:

- Mark walked our group through a proposed "check list" for web accessibility that IWSS has drafted. This check list is intended to outline what is required and what is recommended in the 508 regs, and how we can presently interpret and use the web regs.
- A third column was suggested that would cover "how to check your site."
- Trish volunteered to look into (b) magpie software.
- Penny will send out the larger document that mainly came from Wright State University.
- Next step: finalize our checklist, and present to "them," and have "them" meet with us for more discussion.
- It was agreed that this document will bear the committee's name.
- More ADA info: section508.gov/regulations.html,
www.usdoj.gov/crt/508/508docs2.html, section508.gov/docs/ciomemo.html.

Tentative agenda for the next meeting:

- TNSS comments on the PROPOSED GUIDELINES.
- URO up-date to the grant proposal questions.

Next meetings:

- 9:15am - 5/18 - CVA 118
- 9:15am - 6/15 - Edwards 309
- 9:15am - 7/13 - Degarmo 551