

Meeting minutes from **April 20, 2007** (OU 220A)
CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)

PRESENT: Michelle Bohm, Pam Burress, Jody DeCremer, Jeff Grabb, Rong Li, Trisha Klass, Norris Porter, Tonya Samuels, Alex Skorpinski, Mark Troester, Amy Tuttle, Sarah Walczynski

GUESTS: Dave Schaafsma (HR), Josh Peters (AIS)

ABSENT: Bob Aaron, Annette Levitt, Shawn Hayes, Kate Plantholt, Ari Turetzky

Welcome new members:

- Mark introduced our newest members of the committee.
 - ✓ **Michelle Bohm** works in Human Resources and was recommended by Dave Schaafsma who now works in HR, but represented the College of Business on our committee.
 - ✓ **Rong Li** works in Milner, and is replacing Andy Taylor.
 - ✓ **Amy Tuttle** from the College of Education is replacing Wes Matejka.

Review from each committee member:

- VPUA representative, Tonya Samuels from Student Health Services
- CAS representative, Sarah Walczynski from LILT
- MCN representative, Jeff Grabb from MCN
- COB representative, Norris Porter from COB
- GUEST: Dave Schaafsma from HR
- GUEST: Josh Peters from AIS filling in for VPFP representative, Ari Turetzky from AIS
- Civil Service representative, Pam Burress from Telecommunications & Networking
- VPFP representative, Michelle Bohm from HR
- Milner representative, Rong Li from Milner
- IWSS Tech Writer, Alex Skorpinski from IWSS
- COE representative, Amy Tuttle from COE
- CFA representative, Jody DeCremer from College of Fine Arts
- Faculty representative, Trish Klass from EAF
- CTSG representative, Mark Troester from IWSS

Logos / advertising:

- Mark pointed out that there are numerous violations on University Web sites of the advertising and the Web.
 - ✓ Refer to **8.2.10 ILLINOIS STATE UNIVERSITY WEB SITES** on the policy Web site, www.policy.ilstu.edu that states, "All other e-commerce sites will reside in the ilstu.org domain including those that provide external advertising and sales."
 - ✓ Also refer to **7.1.29 SPONSORSHIPS** that states, "Sponsorships that include the quantitative or qualitative promotion of goods and services are inappropriate for World Wide Web pages with the ilstu.edu suffix. However, sponsorships that include only recognition of the sponsor and their identifying logo may be included on pages with the ilstu.edu suffix."

Credit card system:

- Since Ari was unable to attend this meeting, Mark announced that the move to the new credit card server was finished just yesterday. Now the system is more secure, and will also eventually offer an electronic transfer of funds via checking account.

ISU event calendar:

- Since our current ISU event calendar is running on older, outdated software (Tango front-end, Windows 2000 server OS, and SQL Server back-end), AIS wants to upgrade and get away from the obsolete Tango software.
- Brian Huonker (bkhunok@ilstu.edu) from IWSS is soliciting requests for functionality of the ISU event calendar. He has created and is adding to a specification list to note what we would like the calendar to be able to do.

Mainframe information feeds:

- Sarah brought up that many are manually entering and re-creating information on personal Web pages of data that already exists in databases on the Mainframe (such as name, office location, office phone number).
- She suggested a direct feed from the mainframe to the Web page is a solution to avoid add data in again and again.

JAWS and ZoomText updates for IE7 and Vista:

- Sarah relayed that enhancements in newer Web browsers in relation to JAWS and ZoomText have new functionality. She will send a handout from her office to the WebPAC chairs (Mark and Pam) to electronic distribution rather than discuss each point during the meeting.

CSS 3 changes:

- Sarah also suggested with new CSS3 changes, the maxwidth, maxheight, minwidth, minheight, and pagination features are different.
- She offered to set up a WIKKI (instead of a Listserv) for discussion of standards.
- Caveat: older Web browsers that are a standard and still supported may not be able to handle the new features just yet.

External domain name forwarding/masking:

- Sarah asked if the policy had changed regarding external domain names. She has a request for an off-sight domain owned outside of the University to redirect to ISU and possibly maintain a masked URL.
- Policy has not changed. Refer to **8.2.12 GUIDELINES FOR ESTABLISHING A WEB PRESENCE AND DOMAIN NAMES AT ILLINOIS STATE UNIVERSITY** on the policy Web site that states the following, "Telecommunications and Networking must register and administer all external Web addresses that point to an Illinois State IP#...."

Miscellaneous:

- Our next meeting time has not yet been announced.

CAMPUS WEB PLANNING AND ADVISORY COMMITTEE (WEBPAC)

Revised: May 23, 2003

Approved: WebPAC on 7/18/2003

PURPOSE

The purpose of the Campus Web Planning and Advisory Committee is to provide leadership and planning to the work of the Institutional Web Support Services (IWSS) unit and the University's electronic presence on the Internet.

ADMINISTRATION

The Director of IWSS will serve as chair of the committee. A co-chair will be appointed. Other staff members of CTSG, will serve in auxiliary roles depending on the topic.

MEMBERSHIP

Deans, Department Heads, WebPAC members, other committees, and peers may nominate candidates. The vice presidents appoint membership from the nominations. The committee is made up of key Web development staff in various campus departments, vice presidential areas, and technical writing. Four representatives for the campus community, faculty, administrative professional staff, civil service staff, and students will bring to the table the important viewpoint of the end-user of Web services on campus.

This Committee is composed of the following 16 members:

Key Web development staff:

- College of Applied Science and Technology
- College of Arts and Sciences
- College of Business
- College of Education
- College of Fine Arts
- College of Nursing
- Director of Institutional Web Support Services
- Milner Library
- Technical Writer
- Vice President of Finance and Planning
- Vice President for University Advancement
- Vice President for Student Affairs

Campus community representatives:

- Administrative Professional Staff
- Civil Service Staff
- Faculty
- Student

TERM

All terms will be served for 2 fiscal years, and committee formation begins July 1. It is recommended that no more than 50% of the memberships change at one time, to allow for continuity of the group's progress (membership seniority takes precedence). No limit on the number of terms a person may serve.

MEETINGS

Meetings are scheduled in advance, generally the 1st and 3rd Fridays of the month. Locations of the meetings may change each meeting time.

EXPECTATIONS OF COMMITTEE MEMBERS

Members are expected to attend meetings regularly, participate in meetings and additional activities, participate in short- and long-term planning and policy initiatives, provide assistance in resolving Web-related campus issues, and to respond to electronic solicitations for input on pressing matters. Each member is charged to take a broad look to the larger issues of campus Web features, services, image, standards, URL naming conventions, and the like to ensure that Illinois State presents an electronic front door that is informative, feature-laden, consistent in message and image, and attractive to all of its various campus communities.

QUESTIONS

Direct all questions pertaining to this document to the Director of IWSS, 438-8835.