

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.