

Meeting minutes from **January 17, 2003**
CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)

PRESENT: Pam Burress, Jim Cunningham, Jody DeCremer, Ken Fansler, Jeff Grabb, Penny Hankins, Trisha Klass, Dave Schaafsma, Mark Troester, Sarah Walczynski

EXCUSED ABSENCE: Michael Baum, Beckie Benner, Melissa Enderlin Pitcock, Kate Plantholt, Ray Smock

GUEST: Brian Huonker (IWSS)

Google Search Engine: More people are using Google Searching on campus. Our committee is in support of a central Google server for campus.

New iGuides and Distribution: IWSS is finishing up putting iGuides on 4.3 with simplified colors and naming; plus they are attempting to get all 4.3 Web site owners' Ok to proceed.

Systems Support (Eric Hodges) will be the next large group to have the new iGuide running.

Our committee agreed that for this round, an e-mail note from IWSS stating that there is a zipped up new iGuide version available on the FTP site should get the message out to Web site owners.

A to Z Page Link Additions: Mark and Penny asked the group to review 3 new requests to be on the A-Z Page that might not specifically fall under our blanket Ok for inclusion. Our group agreed that 2 of them that seemed to fall within general parameters.

We suggested that a laundry list/form be created for those requesting A-Z inclusion. Mark and Penny will take our input and come up with a draft form. It was noted that our guidelines and policies in place set by our committee last summer must be looked at so as not to insist on something that isn't already policy.

It was also suggested that the application with justification be sent to the WebPAC members prior to a discussion/vote.

Some suggested questions for the form include: ADA compliancy (guidelines), iGuide for consistency/branding/uniformity (policy), basic service and/or high population service, similar to other Web sites already on the A-Z list, and site administration/Web master contact names.

It was suggested that the A-Z list would parallel to an index of a book, and the number of entries could / should be large and that if searching by the A-Z list, it would better error on the included side rather than not seeing a link topic. Other ways of finding the Web site would include Google searching.

New ISU Committee (Patriot Act): Ken stated that there is a new ISU committee charged to recommend length of time to keep server logs (to adhere to the new Patriot Act). It will be announced that 1 year is the recommended minimal time limit for Web system logs and Site visit records.

Collecting A-Z Web Master Contacts: Mark relayed that IWSS will be sending out requests for Web site administrator/Web master contact names. This will help with announcements of things like the new iGuide.

iCampus portal: Mark declared that the Sophomores will have to be manually put in since we wouldn't want to exclude any non-students that presently have access to the portal. In May, it is anticipated that faculty/staff will be added to the portal, thus no more manual additions will be necessary since all will be included.

Mark noted that the servers held up fine for December's grade checking.

Credit Card Update: Mark announced that the software and servers for the e-commerce server has been purchased. The system is being built.

LIFT: Sarah asked if anyone interested in purchasing the LIFT software in bulk to get a discount would send an e-mail to her soon so the group could get the cheaper rate.

NEXT MEETING DATES:

Friday	1/31	9:15 to 10:45am	SSB 375
Friday	2/14	9:15 to 10:45am	TBA
Friday	2/28	9:15 to 10:45am	TBA
Friday	3/14	9:15 to 10:45am	TBA
Friday	3/28	9:15 to 10:45am	TBA
Friday	4/11	9:15 to 10:45am	TBA
Friday	4/25	9:15 to 10:45am	TBA
Friday	5/9	9:15 to 10:45am	TBA
Friday	5/23	9:15 to 10:45am	TBA