

Meeting minutes from **April 15, 2005** (OU 220A)
CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)

- PRESENT:** Pam Burress, Jody DeCremer, Jeff Grabb, Trisha Klass, Wes Matejka, Kate Plantholt, Tonya Samuels, Alex Skorpinski, Andy Taylor, Mark Troester, Sarah Walczynski
- EXCUSED:** Robert Aaron, Michael Baum
- ABSENT:** Noah Conrad, Shawn Hayes, Dave Schaafsma, Ari Turetzky
- GUEST:** Steve Coan
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Registered Student Organizations (RSO's):

- Steve Coan, from the Bone Student Center under the new Dean of Students area, was present to discuss the RSO's Web presence. He noted that approximately 20 Web sites are housed on their servers. Many more have a page that links from ISU to an off-campus site so the RSO's have more control/freedom over editing, content, and updating.
- Their student employee (currently Eli) has created templates in FrontPage for a consistent RSO look, but in-house most use Dreamweaver. RSO webmasters create their content on their own Datastore W drive (or on floppy or other media), and then it is downloaded in the office onto the host servers.
- For updates, a quick email to Eli with an attachment is acceptable, as well as other media (flash drive, CD, disk) depending on the size of the edits.
- One of the biggest challenges they face is the turnover of RSO officers and webmasters. Their office held the first Web training/information session this spring semester. In August, they expect to have another session, and they are assuming it will be better attended.
- Sarah asked if students and/or the RSO's faculty sponsor would ever have a partition on their Web server for direct access to content updates. Easily updating content allows for forms. Steve announced that he and Eli are looking into a software solution for this type of access (such as Contribute or .Netnuke).
- Each RSO has a faculty advisor, and it is suggested that they must take some responsibility for content. Jeremy in Steve's office maintains the RSO officer list, but the RSO's don't update and maintain who their webmaster is. Steve will talk with Jeremy about how to relay to the RSO officers how important it is to keep the webmaster contact for their RSO on file.
- Steve relayed that if a student comes to a department to request that their Web site be mounted on a departmental Web server, make certain that they are an RSO (call the Office of Student Life for verification).
- Would it be feasible to create a policy that made all RSO's house their Web sites on Student Affairs servers? Or would the policy allow that at minimum, an RSO would be required to have their main link page housed on Student Affairs servers? Steve also posed the question for his own office: "could Student Affairs handle all RSO Web sites if a policy was made to house all RSO sites within their server farm?" Basically, could they handle the work load?

Dean of Students organization:

- Steve is now part of the Dean of Students area. There has been a reorganization of various departments to create a "one stop shop" student advocacy area. The Bone Student Center was one of many areas that were pulled under the Dean of Students umbrella.
- Sarah asked about advanced technology labs available to students. Pre-FTSS, students could use the specialized technical area/lab in ITDC for student production. Since then, there has not been a place for students to use such equipment without working on a faculty project. Will there be a place in the future for students?

A to Z entry form submission:

- Mark handed out an A to Z entry form submission for our review. We decided that this request did not fit the requirements to be on the A to Z list. *Mark will notify the requester.*

A to Z entry form edit update:

- Trish sent the final draft to Pam. *Trish will e-mail the draft to the group prior to the next meeting for discussion.*

A to Z list spreadsheet:

- *Mark would like everyone on our committee to send in changes and fill in the blank areas on the spreadsheet printed and handed out today. Send change requests directly to Mark soon (prior to the next meeting) so we can finalize this list and discuss it at our next meeting.*
- *IWSS has Webtrends information on these sites and will include these stats on the list (Jeff Weidner provided) for discussion at our next meeting.*

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- *When the list has been updated, Mark will make the report available electronically and send in the report as the "State of the ISU Web" to be submitted to Mark Walbert's group.*

Miscellaneous:

- Our next meeting is scheduled for Friday, May 20, 2005 in OU 220A at 9:30 a.m.
- *Sarah would like to demo content management software at the first fall meeting we have.*
- *Jody has a discussion topic for our next meeting (May 20). It pertains to internal policies/guidelines/terms for faculty Web sites in addition to the ISU policies and guidelines.*
- Minutes from past meetings are available on the CTSG Web site (<http://www.ctsg.ilstu.edu/committees/WebPAC/WebPACminutes.shtml>).

(Italics = action needs to be taken)