

Meeting minutes from **December 17, 2004** (OU 220A)  
**CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)**

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**PRESENT:** Robert Aaron, Pam Burress, Jody DeCremer, Jeff Grabb, Shawn Hayes, Trisha Klass, Wes Matejka, Tonya Samuels, Alex Skorpinksi, Mark Troester, Ari Turetzky, Sarah Walczynski

**EXCUSED:** Michael Baum, Kate Plantholt, Vacant-Milner Representative, Vacant-Student Representative

**ABSENT:** Dave Schaafsma

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**Photo policy review:**

- Jeff began the discussion alerting everyone that the current photo release form does not cover video or audio, only photographs.
- Bob announced that his department has a more encompassing release form that is more general. He also cautioned everyone to get release forms signed, and to also be aware that minors must have a guardian/parent's signature to be legal.
- Jeff added that be warned about using photos of current students in certain programs on the web, since they may not yet have completed the program, there is a chance they will not. His department had a success story of a young woman, who after a year called and threatened a lawsuit as she did not complete the program and was no longer attending ISU.
- All agreed that a unified release form covering audio, video, and photographs was the goal. Bob will give Mark a copy of his department's general form, and Mark and Pam will look it over and share with the committee.
- Jeff noted that the form only applies to students, but changing the form to read "affiliate" would cover most others.
- Jeff added that the words "official university business" could/should be defined better.
- Mark announced that Steve Coan from the Bone Student Center wanted to know if signing a general release form for all active ULIDs would be legal and cover most instances. Mark also brought up the idea of a central depository for all the forms, so that the forms aren't filed by whoever across campus took the photo and obtained the signed release form.

**A to Z request form review:**

- Trish discussed a draft of the A to Z request form. She will revise as suggested, and resubmit to Mark for review.

**State of the Web:**

- Mark showed the group an excel spreadsheet with column headings asking for specific information about each site on the A to Z list. Our group tried to answer questions about each site... and got to the D's. Mark will attempt to fill in more of the information, and disseminate it for feedback. We will probably go over this list again as a group to better collect and integrate the information.

**NEXT MEETING DATE:**

- Friday, January 21, 2004, OU 220A at 9:30 a.m.