

Meeting minutes from **November 19, 2004** (OU 220A)
CAMPUS WEB PLANNING & ADVISORY COMMITTEE (WebPAC)

PRESENT: Michael Baum, Pam Burress, Jody DeCremer, Jeff Grabb, Neil Gridley, Shawn Hayes, Trisha Klass, Kate Plantholt, Tonya Samuels, Mark Troester, Sarah Walczynski

ABSENT: Robert Aaron, Chuck Geigner, Wes Matejka, Dave Schaafsma, Alex Skorpinski, Vacant-Student Representative

GUESTS: Mark Walbert, Brian Huonker

Mark Walbert:

- Mark reviewed changes that have been made in the last year regarding technology on campus. He reviewed information about the Campus Technology Policy and Planning Council which has 12 members. The chairperson (Mark Walbert) takes the council's directives to the VPs. He continued to explain the org chart (attached) and guiding principles.
- Examples of how the PRIVACY NOTICE that we are creating were given along with a few others. WebPAC recommends a policy to the Campus Technology Policy and Planning Council who communicates with the VPs and mediates back to WebPAC changes/recommendations to assist in the document getting created as a policy.

WebPAC Members:

- Neil introduced Ari as a person potentially replacing Neil on this committee. Neil felt Ari's position was a better fit for the committee.
- Mark announced that we have 2 open positions: Milner's representative since Chuck was leaving the University, and the student representative.
- Since we will be only meeting once a month (3rd Friday of each month), Mark asked that everyone on the committee make every effort to attend.

Policies and Guidelines:

- Jeff questioned the photo policy. Who should keep the signed documents in their files? Could there be a different photo policy for affiliates, since the photo policy seems not really intended for campus work. It was suggested that we could ask Bob Aaron to have students sign a blanket agreement upon enrollment.
- Trish questioned the A to Z form, as it is our guidelines (not stated anywhere) and takes the submitters through yes-no questions instead of giving them the criteria up front and asking them to support their requests.
- Mark reminded that our privacy notice is not yet complete. At the end of the spring 2004 term, our group had a rough draft to work worth.
- Domain names is another topic we must revisit.

Agenda Item Suggestions:

- Our group reviewed a list of 6 items that Sarah had suggested be added as topics at our upcoming meetings.
- 800 by 600 standard web browser size... could be as large as 1024 by 768 per Brian. Brian has been looking at capturing size into the main logs 3 times a year (Jan, Sep, Jun). He reports that about 60% are now using 1024 by 768 or larger, while about 40% still use the 800 by 600 size. Our committee decided to look into this information and decide later what we would propose as a standard.
- What versions of what browsers does ISU support? It was suggested that we look at ISU's web standards, then look at the browsers we will support. Recommendations will need to be sent to the HelpDesk as they will need to also support the browser versions we recommend.
- Security Enhancement Plan note... Sarah wanted everyone to be aware of the use of forms on your respective servers. Be aware of asking non-ISU members for email address and other information. Mark suggested that this might be something Rudy Radosevich of CISS could present to us in one of our meetings.
- SSL (password encryption) ULID authentication. Mark suggested that this might also be something Rudy Radosevich of CISS could present to us in one of our meetings.
- Video streaming options... Real streaming verses Windows Media streaming verses QuickTime. Jeff offered that he receives many complaints with Real-time use, but we don't seem to have a campus standard. Jeff asks, "What are others using now?" Mark suggested that Doug Smith of CTSS could maybe answer what people are using on campus.

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- RSO support... Sarah asked if Student Affairs would have better support for registered student organizations web sites in the future. She relayed that in the past they had 1 half-time student worker that accepted only floppy disk information, and this was too low of support for the RSO's. Mark announced that Jan Patterson is the new person heading this area, and we might want to invite her to discuss this process at one of our meetings. He is aware that Josh (the previous student employee) is now a full-time employee. Sarah thought that the floppy disk method is still the norm, however, and that the software Contribute is something they might benefit from.

Collective Data:

- Mark suggested that we should have some sort of idea of websites on campus. He offered that IWSS can have logs (from WebTrends) interpreted to aid in this, but he thought if perhaps we sent out a spreadsheet to inventory the sites at ISU. This information collected could include things like plug-ins required by the end-user (to read .pdf, php, flash and other types of files).

NEXT MEETING DATE:

- Friday, December 17, 2004, OU 220A at 9:30 a.m.