

PC Web Steering Committee Follow-up – Action Items  
From Meeting on 02/23/2005

<b>Action Items</b>		
<u>Who</u>		<u>When</u>
Paul Golisch & Darren Everingham	Contact Jan Binder to determine if assessment materials can be covered on the current system with folder security access or does it require special programming under the new system	Bring recommendations to next meeting
Paul Golisch	Check with Darren on whether we plan to use the current server or need a new server. If new server is needed, get specifications from 1011 and order it.	Complete as quickly as possible. Update committee at the next meeting.
Kurt Chambers	Compile information from Nancy, Cassandra, Sue and Kurt on departments that may still be antagonistic towards participation.	Forward information and assignments to Nancy, Scott, Michelle for visit assignment.
Kurt, Nancy Matte, Scott Hauert, Michelle	Will be assigned departments to meet with and be the emissary to see if they would like to request a meeting with representatives of the Steering Committee.	Report at the next meeting.
Mike Murphy (or Kurt if Mike needs more time off)	Email committee members about future meeting times: March 9, 23, April 6, 20, May 4 – 10 a.m. to 12 noon	Complete
Sue Curry	Contact Department Chairs about department site administrators and user identification.	Forward to Richard and report at next meeting. IS THIS CORRECT?
Sue Curry	Type up the minutes of the meeting	Forward to Richard by 2/25 if possible
Sue Curry	Usability packets will be sent to Richard Saling	completed
Richard Saling	Will mail Usability packets to committee members via intra-campus mail	completed
Richard Saling	Forward minutes of the meeting to all committee members	2/25/05 if possible
Kurt Chambers	Forward agenda items for the next meeting to Mike Murphy	2/25/05
Kurt Chambers	Forward recommendations for posting agendas, minutes and action-items to an area on the web.	2/25/05

**Consensus Issues:**

- Meeting Time/Dates (see specifics above)
- Usability Test: Information summarized was useful. A more thorough Usability Test should be conducted after the system has gone live. This would eliminate participant confusion and allow for more

time to get greater input in each subject category (prospective students, current students, alumni, faculty/staff, other)

- Department Landing Page: Was accepted as currently designed. Recommendations for possible options may include collapsing department listings and possibly 2-3 pre-approved style sheets for color variations. Specific varying elements to be determined by the steering committee. Content Management System implications to be determined by programming team and approved by the steering committee prior to implementation.
- Gatekeeper policy: It was agreed that there will be no gatekeeper function by department site administrator. District Technology Standards will govern standards and consequences. We don't want to put staff personnel in the position of having to make decisions on appropriate content for other faculty/staff.
- Username/Password Conventions: The convention to be used for usernames and passwords will be consistent with current PCLAN usernames and passwords
- Forms can be used on templates created by 1011. Meta tags use will allow for the items to be searchable through the database system.
- Tentative Timeline
- March 7<sup>th</sup>: Training Start Date (department site administrators preferably)
- March 9<sup>th</sup>: Next meeting
- March 14-16: Training (for service departments)
- March 21 – April 15<sup>th</sup>: Training continues
- March 23<sup>rd</sup>: Customization of changes for department begins
- April 30<sup>th</sup>: Department sites populated
- May 13<sup>th</sup> or 15<sup>th</sup>: Soft Launch
- May 31<sup>st</sup>: Hard Launch

#### **Agenda Items to add for next meeting**

- Follow-up with departments
- Password generation procedures
- Style sheet variations, color changes and CMS
- Soft-launch with preview from current pages
- Training updates
- Mirror backups
- Maintenance plans (short-term, long-term)

#### **What do we need to communicate and with whom?**

- We need to communicate with committee members who are unable to attend. This will be accomplished by sending email of the minutes AND a copy of this document within a couple of days of the meeting. Further, committee members unable to attend will be encouraged to send questions they may have to Mike Murphy for clarification or inclusion in the next meeting.