

Phoenix College Web Steering Committee Meeting

Agenda

May 4, 2005

Meeting Rules	
Start on time, end on time	Stay on track
Monitor your own participation	Limit side conversations
Respect each other's ideas and work	One speaker at a time – don't interrupt
Be an active listener	Honor confidentiality
Disagree and clarify when appropriate	Be willing to invest the time for inquiry when appropriate
Consider the entire system	Build shared meaning
Keep an open mind	Have deliberate patience
Have Fun	
Meeting Objectives / Agenda	
10:00 – 10:05	Welcome
10:05-10:10	Review/approval Minutes
10:05 – 10:15	CMS Training Update - 0/47/100 Rescheduling training sessions – hopefully as of
10:15 – 10:20	Update on Server (Darren/Symeon)
10:45-10:55	Review of Department Liaison Meetings: Arts and Human Sciences
10:45-10:55	Propeller/1011 Update Population of Department pages (phased versus all-at-once) Developmental server to be used initially for populating pages (05/09/05?) Communication between PC/Propeller/1011 – new systems created to improve comm.
10:55-11:45	New issues Only one department admin allowed (username convention change) Fonts and style sheets CMS issues: Order of Yellow navigation modules (some on top/some on bottom) Department navigation (A-Nav) will be tested after implementation (collapse vs. open) Graphic software (Paul) Original contract copies (Cheryl/Mike) Need committee help testing links between May 15-26 th . Arial to Universal on A-Nav
11:45-11:50	Review/revision of timeline Go live date (July,2005 – due to new student enrollees) Need volunteer to assist Kurt with contacting department chairs about content population
11:50-11:55	Other issues Future meetings after today
12:00	Next Meeting, _____ Agenda items for next meeting:

