

## Phoenix College Web Steering Committee Meeting

### Agenda

June 1<sup>st</sup> 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 Most have been trained. Many department chairs that are listed as department admins are deferring to the second admin. Materials are up online.
10:15 – 10:45	Review plans for switchover: Timeline (Mike): overview Server (Darren or Symeon): <a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a> and redirects Development of department pages (Mike, Adrian): current status
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.
10:45-11:00	New issues Only one department admin allowed (username convention change) Use of Mr., Mrs. and Dr. Sequencing of faculty/staff personnel
11:00-11:15	Other issues Future meetings after today (smaller groups for those available)
11:15-11:30	Next Meeting, _____ Agenda items for next meeting: