

Web Redevelopment Project Team
Meeting minutes for
4/06/2005, 10am – 11:30am

In attendance: Mike Murphy, Cheryl Colan, Miguel Fernandez, Rene Delgado, Symeon Larson, Michelle Dyer-Hurden, Kurt Chambers, Julie Magadan, John Arle, Marty Etchart, Chris Heilman, Richard Saling

In Attendance from Propeller Communications and 1011: Sue Curry, Jeff Strouth

1. Minutes were reviewed and accepted
2. Julie Magadan Presented a review and overview of the CMS training process.
3. Overview of Review Findings:
 - Miguel Fernandez reported:
 - i. He liked it, and maybe a bit overwhelming for those with low comfort level of technology. He suggested a button that will remove source code from content that is pasted in the editor screen. Also suggested adding header buttons for text formatting.
 - Cheryl Colan reported:
 - i. Bugs
 1. Page Management > Media Services > Edit Modules
 2. Shows only the slide show module. How do I edit the News & FAQs items shown on the page itself, but not in the CMS? I assume they are modules but can find no reference to them in the CMS.
 3. Page Management > Media Services > Edit Modules > Add/Edit Slideshow Images
 4. The slide show editor does not function as expected. I removed the two images posted by 1011i as they don't reflect our dept. I uploaded a new image. Yes it is a jpeg, and yes it is the correct dimensions. I saved. I published. I refreshed the Media Services site in my browser multiple times. I now get no slideshow at all, just the grey horizontal lined background. In the "Page Preview" of the CMS I get no slide show at all, just the grey horizontal lined background.
 - ii. Areas that don't make sense
 1. The "Banner Message" field will only show on your web page if you have the SlideShow Image module turned on. Having the "Banner Message" field on the "Edit Page Contents" page is confusing because you can change the banner message, but you can't make it show up on the live site. The "Banner Message" field should probably be on the "Edit Modules" page instead, and it should only show if the "SlideShow Images" module is turned on.
 2. Where do I change/restore the Faculty/Staff? Media Services was one of the demo sites for the CMS, and we had all our staff info in the demo site. When I started using the CMS, Rod Scott was listed as Faculty in our department on the 'live' site. I was able to delete

him from our staff, but now there is no place for me to add our actual staff. I can add a content page and call it “Staff,” but that does not seem like the right way to do it. How are people linked in, and how do I add them to my department?

3. The “Page Preview” is not a true preview. It only previews the segment you are currently working on. This is nitpicky, but it could be labeled differently, like “section preview,” or “preview this edit.” To me, “Page Preview” means I am going to see how the finished page looks in a browser, including all its components, navigation, etc.
4. What is “Page Help Text” – I could write meaningful text for it if I knew what that meant.
5. After I edit a page, I can save it from the “Edit Page Contents” area. I should be able to publish the new content from there as well. It doesn’t make sense to have to go back to the “Edit Modules” area in order to publish content. It would make more sense if the “Edit Modules” page made some reference to the page contents. Right now it looks as if what you are publishing is the slide show, because that’s the only module listed on “Edit Modules.” I guess the question is, what is a module? Or is the page content a module (which I think it is).

iii. Suggestions for improvement:

1. Make it clear what a module is. Make the relationships between content chunks more clear. For example, when our site was created for demo purposes, there were additional things on our home page. We had a News section, and headlines of it were pulled in to our home page, with a “more” link that would take you to the News page. We also had a FAQ page, and two or three random FAQs were pulled into the home page as a section, with a “view all FAQs” link that went to the FAQ page. How can I put that functionality back? I don’t see any obvious way to set up such relationships.

- Richard Saling Reported:

- i. He liked it, and stated it should be OK for anyone with moderate technology skill with no formal training in the system. He suggested that external links are visually different from internal links to identify them to visitors. He also asked about the ability to delete images, and asked for clarification on how the preview page works.

- Symeon Larson Reported:

- i. The only thing Symeon had issue with that was not already covered is the modules do not have an auto add feature when creating new pages.

1. Jeff from 1011 addressed these issues, and answered our questions. He explained that modules should appear on sub pages and that will be fixed. Internal links are not meant to work in the preview mode. Everyone has access to the images so it is not advised to allow deletion of images as someone could delete them when they are still used by someone else. Adding the header or H1,H2... in the content editor as button selections for users to have more flexibility in formatting will be considered.
 2. A consensus item is to have the page title on the blue title bar of the browser window. Currently each page has the title of Phoenix College. Jeff said he will add the individual department name to the title at no extra charge. So for example all pages inside the English department will have the window title of Phoenix College – English Department. Another consensus issue is to pre fill phone number and email fields with our standard convention.
4. Web Master model:
- The model of each department having their own Web Master was discussed. Chris Heilman spoke to this issue. There will be a greater dependence on these people to know the CMS. Do we keep this model? Does more responsibility for department content on web pages shift to student workers? Marty Etchart stated that as more is expected of faculty and staff along with expectations of maintaining a website and keeping it current, that there needs to be incentives for the employees responsible for this. Currently the incentives depend on the department. Each department has different amount of time to keep a site maintained. Most cases it is a secretary that maintains the department site and does not have time for this. Will release time be offered for site maintenance? What level of support will be afforded to these people?
 - Mike Murphy stated that any department that is unable to maintain their site can contact the web team to update the site. For help, the first responder would be the Web Technician in Institutional Advancement. The second tier of responders was recommended to be Kurt Chambers and Julie Magadan of the LTD department.
 - 1011 Update: Sue offered a suggestion of moving the link to the course schedule from the current location on the home page to the masthead navigation. A consensus was reached to exchange the course schedule with the Alumni Association. The html templates will remain located within the IA website.
 - Kurt recommended we start populating department sites which are ready for the move and encourage them to call the LTD for any needed help as they are given full access and migrate to the new system.
5. Update on department liaison meetings: Foreign Language department has tentative approval, the Library made some changes, the LTD is interested in using a template used

by the library, and the Arts and Human Sciences department meeting needs to be rescheduled.

6. The CMS Training times and dates are now on the LTD training schedule web pages for people to register for.
7. Review of Timeline: The committee reviewed the current timeline and had no immediate changes.
 - Symeon updated the group on the hardware needed for the CMS is not all here. Some items are on back order and will most likely not be here in time for the launch of the CMS.
8. Other Issues: Jody asked about the use of Perseus for form creation.
9. Next Meeting: April 20th, 10-12, Library Conference Room

Committee Website is <http://www.pc.maricopa.edu/committees/web/index.html>