

Web Redevelopment Project Team  
Meeting minutes for  
4/20/2005, 10am – 11:30am

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

In Attendance from Propeller Communications: Sue Curry

1. CMS training update: So far, there are 100 individuals to be trained. 25 of those have been trained as of 4/20/2005, 7 are signed up for sessions on future dates and 76 individuals have yet to sign up for training. Other users will be able to start training as soon as 5/2/2005.

2. Feedback from training participants: The training was very useful, easy, good format, exceeded expectations.

Suggestions: put 3 hole punch in the handouts so users can place in binder. There was some confusion on the add button at the bottom of module pages in edit mode. The user needs to save before adding more or even previewing. The group discussed reorganizing the page and settled on reprogramming the add button to automatically save and then add. On the resource browser: It is suggested that the preview area be a part of the image browser. An example would be the “Bridge” image browser function in Adobe Photoshop CS.

On the Resource Page Module: Could the title link to the listed URL?

News & Event Module: Could it show up in the right side navigation?

Keyword Search: It's not case sensitive, need to enter whole words. We will train people on the use of meta tags users can search for partial words.

Pre populate data: The email and phone fields will be pre populated with Maricopa standard nomenclature. Could this be linked to the District Database for instant updates? Can people outside of PCLan (Outside Contractors) create or design pages for departments? NO

Those individuals, or work study, or student workers etc. will only be able to populate pages, staying inside of the CMS, and logged into the PCLan. We will need to clarify the issues surrounding Legal, copyright, District technology use guidelines for anyone (such as RPS, student worker, outside contractor) specially hired to work on department pages, so these individuals will know what their parameters are.

Once the System is fully populated it will then be tested in “Jaws” a screen reader software application. It was also brought up that for ADA compliance a keyboard shortcut needs to be available for navigating the site as well as mouse clicks.

The username and password will be the same as the PCLan login.

3. Server Update: We have the server, it is loaded with FreeBSD (Unix Operating System) and should be fully ready for the CMS by the end of next week.
4. Photoshop Site License? Rene asked about a site license for Photoshop or other image editing software. Richard brought up that LTD has Photoshop on the faculty station so people can come in and use it. He offered his Photoshop/design expertise for anyone who needs images edited, manipulated etc. Mike also stated Joe Gonzalez is available for that as well as the new Web Designer who starts next month. It was expressed that employees utilize the existing resources available to them for image, photo, logos etc. instead of thinking about getting a site license for software that only 1/10<sup>th</sup> of the power would be used.
5. Update on department liaison meetings: The Arts and Human Sciences department meeting needs to be rescheduled still.
6. Propeller Update: 155 pages are populated. Monday the actual site will be live and ready for full population. They ask us to please stay out of the site until they are finished with this peice.  
It will reside on the Dev server until the new server is ready.  
Multiple Language Links: Trying to find translators to accurately portray the intended messages. Mike will contact Virginia Foster to get translators.
7. Review of Timeline: The population of department sites could take longer due to participation or lack thereof from some departments. Richard and Mike concurred that Institutional Advancement can help with re purposing pages to the new system for departments not ready.  
Also, the CMS needs to be communicated to the campus and community more now that we are closer to the launch. Mike, Richard and Kurt will meet to discuss this as well as a teaser on the PC Home Page to communicate what is coming.
8. Next Meeting: May 4, 10-12, Library Multimedia Room.

The prospects of summer meetings were also briefly discussed. It was suggested to give tentative dates to allow members to plan for those dates

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