

Web Redevelopment Project Team
Meeting minutes for
03/23/2005 10am – 11:30am

In attendance: Mike Murphy, Cheryl Colan, Miguel Fernandez, Rene Delgado, Symeon Larson, Michelle Dyer-Hurden, Kurt Chambers, Kelly Loucy, Richard Saling
In Attendance from Propeller Communications: Sue Curry

1. Minutes were reviewed and accepted with two minor changes:
 - Progress on Library and Athletics websites: Date of May 28th changed to March 28th.
 - Style Sheet Variations: the last 6 words “and consensus was reached on this.” was deleted.
2. Color schemes were also reviewed with no definite decision other than to keep it simple and to consider providing style sheet options after we have heard from other departments that still have concerns about their web pages.
3. 1011 Update: Sue gave the update that the developers are testing collapsible side navigation and the use of breadcrumbs along the top, where the page title currently resides. There is no definite complete date for this functionality.
4. Darren Everingham has received the names from Sue to be given permissions as site administrators. The user name will be the user’s email address. Sue will now contact academic departments for that list of site admins. Sue also advised that all of the bugs that Julie Magadan has found have been addressed and fixed.
5. Web Designer Update: Interviews are complete and recommendations will be sent to the President’s Office, approximately a week ahead of schedule.
6. Department Mediation Sub-Committee Report: Departments requesting a meeting were reviewed. Departments included Foreign Language, LTD, and Applied Arts & Human Sciences. Meetings with these departments should occur before the next steering committee meeting. Mike and Kurt will work to schedule those meetings with a sub-committee from the steering committee.
7. Preparation for CMS Training: Julie identified some challenges and needs to 1011:
 - a. The use of multiple office hours for faculty
 - Status: completed
 - b. News, Events, FAQ’s on content pages

- Status: being reviewed
- c. Resource Browser for graphics: The development of graphical resource of all PC images
 - Status: fairly cost prohibitive, recommended to consider in future upgrades after need is assessed.
 - d. Spell Check:
 - Status: not recommended at this time, review in future upgrades after need is assessed. Individuals can currently use word processors to check spelling and grammar.
 - e. Sequencing of staff listings: Can the use of arrows be used instead of numbers to sequence and order the list?
 - Status: The cost would be prohibitive, current feature is sufficient. This feature will be considered future plans.
8. Review of Committee Structure: Mike Murphy suggested we look at Mesa's Steering Committee model. He suggested appointing a new committee chair to set the agenda, facilitate meetings and send out communications. Kurt Chambers was nominated, seconded and accepted.
 9. Other Issues: Web standards, online forms (the use of Perseus), how innovations or ideas will be forwarded to the Web Team or main web person, Project Schedule, which Sue is working on finishing the admin list and permissions completed by March 31st so training can start on schedule foregoing any unforeseen delays.
 10. The Next Agenda: Review of minutes, 1011 update, Web Designer search update, Department mediation sub committee update, and Training update.
 11. Next Meeting: April 6th, 10-12, Library Conference Room
 12. Committee Website is <http://www.pc.maricopa.edu/committees/web/> and can be found on the faculty page under the topic "Computing Technology" and clicking the Web Re-Development Project link.