

February 9, 2005

Web Steering Committee Meeting

In attendance from Phoenix College: Mike Murphy, Dr. Anna Solley, Nancy Matte, Paul Golisch, Jim Moore, Jody Brabec. Kurt Chambers, Richard Saling, Scout Hauert, Kelly Loucy, Cheryl Axtell, Casandra Kakar, Rene Delgado, Michelle Dyer-Hurdon, Cheryl Colan, Simeon Larson, Darren Everingham.

In Attendance from Propeller Communications: Sue Curry

Technology Resource Standards

Paul Golisch requested volunteers for a committee offering review and recommendations on the District Technology Resource Standards. The Web Steering Committee suggested that the College Technology Committee is the appropriate group to assist Paul for this purpose. Mike asked that the web management staff be represented also.

Issues and Questions

Nancy submitted comments on the project received from instructional department chairs, including concerns about project communication, timelines, and ability to adapt the site for individual needs of departments. Other issues discussed included the purpose of the steering committee, how to seek and measure committee consensus on directions and recommendations, and communication concerning the scope of work and exclusions i.e. library, athletics and a faculty/staff intranet.

Kurt handed out a Steering Committee History that was prefaced as his recollection of events and resulting actions. He suggested that the Web Steering Committee try to meet more frequently. Mike will schedule bi-weekly meetings with alternating Wednesday morning and afternoon times to allow members to attend when their schedules permit. Suggestions for future discussion items will be incorporated upcoming meeting agendas.

It was suggested that each of the user groups (administrative, student services, and instructional) be addressed individually by Mike to determine a needs assessment for those departments who feel their web content may require different specifications or functionality. Casandra supported that recommendation as a way to better determine the perceived customized needs of these departments. Casandra estimated the number of departments to be addressed with a needs assessment to be less than ten. Mike will attend the administrative managers' meeting on Thursday, February 10 and the department chairs' meeting February 17. Jim suggested that the committee then assess the needs and possible subsequent costs for these particular departments' customization and ultimately determine how to meet their needs. Scott suggested a sub-committee could evaluate these requests, much in the way BRC evaluates technology requests, and report back to the entire committee on their findings and recommendations.

Dr. Solley stated that the administration would pay the costs for the additional development needed for the library and athletic web sites. She continued that the new web site is an important endeavor for the school and one that must continue to move forward.

Scott suggested that the end of spring semester should still be targeted for the launch of the new site. Sue explained this would be difficult to still allow two months of database population by the campus-March and April, Beta testing May 1 – 15, Soft Launch May

15, further testing May 15 – 27 with Hard Launch on May 27. Every effort will be made to work toward this goal so the site can be in place before NCA reviewers begin using the web to research PC and so the work can be completed while faculty are available. But doing it right and working within realistic expectations of faculty and staff priorities and time constraints should be the first consideration.

Richard suggested that the committee be presented the goals of the web site so that the committee could judge content and user interface more accurately. Mike offered that the web site must fulfill many goals equally well in order to be successful, including communicating with current and prospective students, self-service in areas like registration and tuition payment, information dissemination across campus, supporting teaching and learning, and delivering instruction.

Agenda items tabled for future meetings included usability testing review and CMS training processes.