

Web Steering Committee meeting  
9:00 a.m. - 11:30 a.m.  
Wednesday, February 23, 2005

In attendance for Phoenix College: Kurt Chambers, Richard Saling, Paul Golisch, Scott Hauert, Michelle Dyer-Hurdon, Cheryl Colan and Rene Delgado  
In attendance for Propeller Communications: Sue Curry

Kurt Chambers welcomed everyone as he was filling in for Mike Murphy and Nancy Matte who could not attend.

The minutes of the February 9 meeting were reviewed. The following additions were made: That a discussion about accommodating forms and ongoing maintenance after launch be put on the agenda for the February 23 meeting. Kurt also added that someone be designated to take notes and report minutes of the meeting to committee members. With these additions, those in attendance accepted the minutes.

The scheduled date and time for future web steering committee meetings was discussed. Scott Hauert suggested that the meeting date and time be consistent to insure continuity of communication. 10:00 a.m. – 12:00 p.m. on Wednesdays was approved by those in attendance. The following dates are planned for meetings through the end of the spring semester: Wednesday, March 9, March 23, April 6, April 20 and May 4. The minutes for each meeting will be distributed within 48 hours of the meeting to all members of the committee. A “reply all” response is requested for any questions or comments. In the event that a recipient would prefer to communicate through one individual, Mike Murphy is the designated point of contact for one on one correspondence. Mike will then be responsible for disseminating the information and communicating to the rest of the committee.

Scott Hauert provided a brief overview of Mike’s presentation to the Department Chairs. He stated that Mike did a nice job explaining the approach and visually illustrating the before and after of the site evolution. Mike mentioned that he believes that the new web site will work for at least 90% of the departments on campus. For those departments that feel that the proposed new web site cannot accommodate their needs, they can request a meeting with a review sub committee. Those departments that desire an individual review were to contact Mike after the Department Chair meeting. Scott suggested that Mike contact each department individually to encourage feedback.

Kurt mentioned that 2 – 3 departments had contacted him and did not want to participate in the new web site. The steering committee decided that Kurt, Nancy, Michelle and Scott would serve as faculty ambassadors for the new web site and work with Dean Kakar and Mike Murphy to identify the individual departments who had expressed past dissatisfaction. They would then meet with these departments and then report back to the steering committee by March 9 as to which departments would need to meet with the formal review sub committee.

Jan Binder with Assessment and Planning is one of the departments who have identified a specific need that is unique to other departments on campus. Paul and Darren will contact her to meet and discuss the need for password protection for the reports she distributes.

Sue Curry explained the CMS training environment in relation to the actual CMS.

Kurt mentioned that Darren Everingham had not purchased a new server yet. Sue indicated that the team had been informed at the onset of the project that the new site would need to reside on the existing server. Sue will have Dave Kunze from 1011 interactive get in touch with Darren to determine the hardware needs and specifications. Paul Golisch will also be involved with this matter.

Sue Curry explained the results of the usability test. The actual test handouts will be delivered to Richard Saling for intercampus mail distribution in the afternoon of Wednesday, February 23. The committee recommended that no further testing of the prototype would be necessary. A formal beta testing of the new site will be conducted by Propeller and the campus following the population of the CMS database and quality assurance.

Kurt reiterated that the home page for the college site had been approved by the committee. The department landing page was then discussed. Rene Delgado stated that she thought there would be various templates to choose from. Sue Curry explained that the various templates are to address the various types of information like course listings, faculty and staff, etc. The committee asked if it was possible to be able to choose from 2 – 3 style sheets that utilized different color schemes. Sue mentioned that it is possible but may complicate the programming for the content management system. She asked that the committee decide what specific elements change color so that she can better explain the request to the programmers. It was also discussed that the information gathered from the departments that would like more flexibility be used to determine these variations.

Also, the request was made to have the expanding navigation collapse once you are in a department's site. With the addressing of these two possible solutions, the department landing page was accepted by the committee.

The need for the CMS to accommodate forms was discussed. Sue stated that 1011 confirmed that the title of form and any information that is metatagged (meta data) would be searchable outside of the CMS. The HTML mastheads for forms as also reviewed. The addition of a close button to the mastheads was requested. Kurt expressed that with this solution; a forms builder would not need to be created at this time for the CMS.

Permissions and gatekeeping was then discussed. In compliance with the district new mandates, individual responsibility must be utilized. Therefore, the committee decided

that no publishing gatekeeping would be incorporated into the CMS. As far as permissions, Sue will be contacting each department chair via telephone to get the name of the individual(s) that will have full access to that particular department's site. From there, Darren will provide the telephone numbers, email addresses and PCLAN username and password for CMS access. Cheryl Colan brought up that this approach could present a challenge with adjunct faculty.

A possible launch date was discussed by the committee. Scott brought up the possibility of launching by the end of the Spring semester. The committee agreed to work toward this goal. A tentative production schedule was drafted as follows:

March 7 – 11	CMS Training with LTD
April 29	CMS Population Completed
May 2 – 13	Beta Testing and Quality Assurance
May 16	Soft Launch
Thursday, May 26	Hard Launch