

WOC Meeting Minutes

08/23/06

Present: Miriam Barkley, Robert Brown, John Eatman, Gregory Grieve, Helen Hebert, Susan Hensley, Todd Sutton

Absent: Mike Byers, Ellen Robbins, Bruce Michaels, Richard Stewart

Guest: Paige Ellis

Recorder: Sherri MacCheyne

Minutes – Corrections

No corrections

Unit Web Site Requirements

Exemption and extension requests

Chris Burnett has requested an extension until November 1 to bring their website into compliance.

Action: Todd Sutton to email Chris to clarify which site to be extended – FSS or the entire Business Affairs site.

Done. This request was only for Financial Services.

The Theatre department has requested a three month extension for compliance.

Action: Granted – Todd Sutton will email the Theatre department and cc the Dean.

Done.

School of HES requested an extension. There was some discussion to the matter of the vendor sending the request verses the school.

Action: Granted – Todd Sutton will email the school and cc the Dean.

Done. Their new site is now live.

The Weatherspoon has requested an exemption from the USWR. This request was conditionally granted. The conditions are as follows:

- Must keep the WOC up-to-date with their website plans
- Must follow the proper usage of the University Marks as outlined by the graphic standards

Action: Todd Sutton will have Nancy Doll contact Paige Ellis regarding the university marks.

Done.

Non Compliance

Miriam shared the paragraph regarding the ramifications of non compliance. After a review by the Vice Chancellor of Information Technology the document will be forwarded to the Sponsors of Information Systems for approval.

- Discussion about how widespread is noncompliance.

Action: Sherri will have her student employees review school and department websites to determine level of compliance.

Web 3 Update

- Certification
We will continue to offer Level 1 certification and add Level 2 certification training. Program to date has been well received by those in attendance. WOC members need to encourage departments to send employees with web responsibilities to this training.
- Calendaring
We have met with Barbara Tookey and others to ensure that we understand the criteria needed for the calendar. Our next step is to meet with Jason and iron out the specs.
- Crisis Communication (Specifically pandemic flu)
We are actively working on a pair of websites for crisis communication. One is for education and one is a “dark site” that will be invoked in the event of a crisis.

Blackboard follow-up

A blackboard representative will be giving us a demo during the September 20 WOC meeting.

Other Items

To date, there is no retention policy regarding old web pages.

The next meeting is September 20, 2006 starting at 3:30pm. A location notification will be sent to members via email. All members are encouraged to attend this very important demonstration.