



Web Team

Meeting Notes

February 25, 2015

10:00 am

DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Nancy Shepard, Dawnie Slabaugh, Jim Gilmore, Jodi Dawson

1. Upgrade of web server and website:

- Nancy will put together a sub group from Technology Council and Web Team to come up with plan for a new web page. This project won't happen this year but maybe next year.
- Chris Wehman attended the meeting to discuss what it will take to move forward to a new website. How do we get off our old platform on to a new one?
 - No static system
 - Go with 2 separate servers rather than a virtual
 - Do a complete shift and not partial
 - ASP or PHP need to go with one or the other

Chris suggested putting a plan in place and then ordering hardware so that it is not outdated by the time it is implemented. Nancy stated that we will need specifics on hardware costs now to include in the budget requests for 2015-16. The estimated cost for the 2 servers is \$10,000. The servers will be the easy part, the re-design from back end to front end will be the most difficult. We will need to outsource with design and engineer expertise.

- To implement this new website will take several years.
- We need something in the interim that is going to work.

2. Presentations of other colleges' websites (Anne-Marie)

- Anne-Marie will need to be first on the agenda to have enough time to make her presentation. She will e-mail the group again with the samples of other college's webpages and include comments on each. She will then present at the next meeting.

3. Follow-up on Web Team committee web page

- Nancy shared the Web Team web page she created. The committee agreed it was fine.

4. Rebranding possibilities and process

- Scotty would like to have accent changes to the COS logo using the school's colors.
- Eric and David will make some sample logos using different color combinations and bring back to the group. Anne-Marie will also try different color combinations using the Distance Learning page.
- It is important to be conscientious of mobile devices and tablets when making changes to the web page.

5. Change from Contribute to Dreamweaver

- There is no updated version of Contribute. Should everyone be weaned off of Contribute and moved over to using Dreamweaver?
- Current users will still use Contribute.
- New users should be trained to use Dreamweaver. Follow the same guidelines as before just train them on the basics of how to change text only. It is not necessary to teach them in depth.
- All webpages need to be reviewed first before they are put up.
- David and Anne-Marie will work on design view and code view.

6. Update on Google Maps (David)

- David had no update

7. Other

Survey

- Jim was going to talk to Bart about a student survey but has not done that yet.
- Should it be a website survey only?
- What do we want to get out of the survey?

Agenda

- A suggestion was made to discuss fewer agenda items at each meeting and spend more time on each.
- The next meeting is scheduled on March 25, 2015. The agenda item for this meeting will be presentations of other colleges' websites. Anne-Marie will present the different college's websites she researched.
- The agenda item for the following meeting on April 29, 2015 will be evaluation and ideas for the student survey.