



## Web Team

Meeting Notes

April 29, 2015

10:00 am - DLC 4

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

Absent: Jim Gilmore

Notetaking: Jodi Dawson

1. Review of last meeting notes and followup on action items
  - Refer to #4
  - We need a style manual. We can hire Erin to create a style manual
  - It needs to be locked down so that an Administrator needs to approve. It is the only way to have control
  - Nancy e-mailed Erin this morning, she has a list of questions
  - See if Erin can present to us a different logo and see about cost
  - Jim felt that to redesign the logo it will be a big cost
  - Contact Craig Opsal as a possibility of a designer
  - Nancy will ask Erin if she does image design
  - We have 30 licenses to Contribute and we have unlimited access to Dreamweaver
  - Dawnie shared a Website redesign handout she got at a recent conference. It was informational only
  - Ben e-mailed Charlie Roche regarding the Google Docs issue but got no response yet
  - Ben talked with Ellucian about the error message in Internet Explorer and they said they only thing we could do is upgrade to Luminis 5. A message needs to be put out, possibly a redirect page. He will talk to SIG about the problem with Luminis and how to fix it
  - David showed the group a sample of a slide show for the Athletic Dept web page
2. Updates on photos and other web changes
  - Dawnie and Meghan have scheduled times to take picture on campus
  - Jim will take pictures of the Art show that begins tomorrow
  - David and Dawnie will work on registration information page
3. Use of submittable forms and Google Docs (Ben)
  - How do these fit with Charlie's needs?
  - Charlie is not happy with our form for students
  - Ben will work with Charlie
4. What guidelines can we set as rules? (public directory browsing pages, h tags, etc.)
  - Nancy will ask Erin about setting guidelines and about creating a style manual
5. Other
  - Nancy shared handout – COS Website/Etudes
  - We need content manager
  - We pay per student for Etudes
  - The state Chancellor's office is going with Canvas.

- Look at new version of Faculty websites. Changes, suggestions.