Web Oversight Committee Minutes
November 9, 2005
3:00 p.m. in Bailey 138.

Attendance: Vicki Fioranelli, Julie Jackson, John Tiftickjian, Larkin Simpson, and Dianne Schattner.

Templates –
- Larkin is building the templates. If you want to view his progress, go to sbttraining.deltastate.edu. The plan is to have them ready to go live during the interim or December 31st. We are going to arrange a meeting with Academic Council to discuss the templates and our plans for implementation.

Upgrades –
- The committee needs to establish an upgrade cycle. It could possibly be done twice a year. If we are constantly upgrading and changing things, it may give the appearance that we, the WOC, cannot settle on what we want for the website.

Web Oversight Committee site –
- J. Clark, V. Fioranelli and D. Schattner have submitted their contracts. Larkin will create their accounts, and then work may begin on our site. If you have suggestions about things to include on the site, please let this committee know.

A to Z Quarterly Checks –
- The only ones finished and submitted are Clark, Herbison, Jackson, Schattner, Simpson, and Tiftickjian. We need to finish these, so they can be sent to the IMs and IPs.

Okra Kard Online Office –
- We discussed the look of the pages. The header being used does not match what was issued to them originally. The header needs to conform to our site. It was suggested that there be a link on these pages that will take the end user back to the DSU home page.

Year of Cleveland –
- Larkin put a link to the 80th Anniversary site in the quick links and on all of the portal pages. Myrtis Tabb contacted the committee about putting something about the Year of Cleveland on the homepage. Julie J. met with Rori last week. Rori has access to the Year of Cleveland logo. She is going to work with Myrtis Tabb to put an event under News and Events that will remain on the homepage for the entire year. Once the end user views the event, they will have the option of being redirected to the Year of Cleveland calendar of events. Julie J. will make contact with K. Fulcher, J. Slagell, R. Herbison and M. Tabb about having links on the Year of Cleveland page and the 80th Anniversary page that will allow the end user to go back and forth between these two pages.

Statistics –
Dianne Schattner asked about the status of web statistics. Larkin has them for the entire website. Larkin is working on being able to allow individual departments to have the stats for their individual site.

Editing/Copying/Pasting –
- Library had an issue with the editing/copying/pasting of information. It pasted over multiple pages. The IM had multiple logged in pages open. It was not a software glitch, but it does happen when you have multiple windows open where you have logged in. The suggestion was made to inform the campus about this so we do not encounter major issues with it.

Restoration –
- Larkin reported that OIT does have a restoration process. The system is backed up each night at 2:00 a.m.

Emergency Website –
- Larkin is still working on this site. It will be hosted in Florida. It will be a simple site, one to two pages that Larkin will post emergency information only.

Miscellaneous –
- It was suggested that we draft a policy concerning restoration of multiple pages.
- The campus needs to be reminded that they need to be backing up their sites: text, photos, etc.
- The Class Schedule is not in the Quick Links, but it is accessible on myDSU, the Registrar’s page, and the Academic Affairs’ page.
- Faculty pages – If they are posted on a departmental site, as word documents, and do not conform to the web policy, are they allowed to be posted? At this time, SBT is primarily for department use only.
- Adobe – does SBT have issues with different version of Adobe? Larkin says it should not matter what version, Adobe is Adobe.