

University Web Advisory Committee Meeting Minutes
Monday March 3rd 2008
Dumke Board Room, Eccles Broadcast Center

Members in Attendance: Ann Marie Breznay, Jill Brinton, Judy Kiel, Jennifer Logan, Jennifer Loudiana, Matt McLaren, Lori McDonald, Dan McMillan, Kim Miller, Paula Millington, Chris Pfeiffer, Caprice Post, Terri Winkler

Guests: Mindy Tueller, Jessica Stokes

1. Welcome / Approval of the minutes of the last committee meeting:

The minutes of February 4th were approved with no changes. Paula welcomed Lori McDonald, the Associate Dean for the Dean of Students, as a permanent Web Advisory Committee member.

2. Webmaster news and updates:

Chris and Jill gave updates of the WebTrends version 8.1 implementation. Jill and Caprice provided information about upgrades to the production environment. Jill also updated the plan to roll out WebTrends to campus.

Paula led a discussion about setting up redundancies and failsafe strategies for the home page. The committee endorsed a plan to create a scaled down version of the home page for both short and long term outages, and an alternate network connection card for emergency/disaster contingencies.

In response to a question from University Marketing & Communications, the committee agreed to recommend that banners and features not be used on the home page if the linked-to site does not display correctly in all commonly used browsers. The committee encourages UComm to work with their contributors prior to publishing to ensure that sites function correctly. **The committee will ask Mark Woodland to verify the formal process and policies for submitting requests for banners and the feature section on the home page.**

3. Content Management / Portal Project updates:

Jill gave updates to the content management and portal projects, including the university home page, Brain Institute and Marriott Library.

Jill gave an overview and led a discussion about the unified student portal. Jill and Jessica showed a prototype of how information from the Student Portal and CIS will be integrated and combined, and a coordinated provisioning process for new users. The committee endorsed the interim strategy for the Unified Student Portal. The committee recommended that Campus Information System remain as a link along the top of the page, and to add a CIS link called Registration and Records to the left side navigation.

4. High-level strategy meeting planning:

The committee will meet on Tuesday March 4th at 11:30 AM at the Brain Institute. Jennifer will also present information about Vignette and the Collaboration system at the strategy session.