

WOC Meeting Minutes

December 7, 2005

Present: Miriam Barkley, Mike Byers, John Eatman, Jason Fleck (for Cindy Farris), Helen Hebert, Bruce Michaels, Nora Reynolds (for Robert Brown) Todd Sutton

Absent: Richard Cox, Susan Hensley

Recorder: Sherri MacCheyne

November Minutes

No changes to November Minutes

WOC Membership

Bob Hansen recommended Greg Grieve (Religious Studies) as an additional Faculty representative to the WOC.

Resolution: WOC agreed.

Action: Todd Sutton will send Greg an official email inviting him to the committee.

Action: Sherri to add Greg to mailing list and send previous minutes to him.

Helen Hebert stated that Dick Stewart is our representative from Athletics. He will attend in January.

Action: Sherri to add Dick to mailing list and send previous minutes to him.

Web3 Report

1. WOC Web Certification – Miriam Barkley

Classes have begun. All the classes that are currently offered are full. The first class on 12/7/05 was a “Unit Website Requirements” class. There were about 20 people in attendance.

Miriam expressed appreciation to the WOC for their support of these classes.

Helen mentioned that she has had meetings with other Deans and Faculty members. During these meetings, there was some concern expressed about web compliance issues. They are happy that these classes are being offered.

Although compliance is sprinkled among the classes, the “Wrapper” class does contain compliant standards.

2. UWDG Kick-Off meeting – Miriam Barkley

The UWDG Blast off was held on November 14, and, was quite successful John Eatman sent an email stating the event was a big hit. Kevin McClain did an excellent job as MC.

About 75 people attended. 5 WOC representatives and 11 Web3 representatives also attended.

Rob Owen created a web accessibility needs survey which was handed out during this blast off.

3. Other business

John Eatman requested that minutes be recorded of the Web3 meetings and either distributed to WOC, or, posted.

University Brand Usage – Todd Sutton

There have been two requests to use uncg.edu on outside servers not owned or controlled by the University. These requests are from Admissions and Human Resources.

Jason Fleck stated that the admissions office has been working on a program that will help manage frequently asked questions lists and they wish to brand it askcharlie.uncg.edu. The company that is writing the software will provide space on their servers for this software. UNCG could buy their own servers, etc., but this would be expensive. If we don't want to provide a uncg.edu URL, then we may be stuck with an ugly IP address in the address bar of the browser.

Todd Sutton stated that Sean Farrell from Human Resources has requested jobsearch.uncg.edu. They are working with People Admin Incorporated (www.peopleadmin.com). This company develops employment and position management software.

Open Discussion: While it is understood that we will need to do this, there is some concern about ADA compliance. The company that Admissions is currently using has agreed to use UNCG as their beta compliant site. It was noted, however, that many companies may not be willing to rewrite their code to be compliant.

These requests should go through an approval process. After some discussion, it was agreed that the WOC would be the approving body, with the legal department consulted as needed.

As the approving body, we need to refer requestors to the Unit Requirements document regardless of whether we will make an exception or not. Some current sites that are maintained externally are not compliant nor do they follow the Unit Requirements. There will be some costs involved in redoing these sites, and, the units may not be able to afford this.

Resolution: These two requests are approved by the WOC.

Action: The WOC needs to create a policy for such requests.

Continuation of Calendar Discussion – Todd Sutton

Jen Palancia Shipp from the University Counsel's office was unable to attend today. Therefore, we will resume discussion on this topic in our January meeting.

The new website address for the open meetings law is

http://www.uncg.edu/cha/university_counsel/seminars/tutorials/records_meetings.html
↓

University Portal – Todd Sutton

Prior to the email project, the WOC spent a significant amount of time researching software for a portal system. At the time, Luminus was the chosen package. The question now - is Luminus the best product for us, especially since we own Blackboard Portal and Oracle portal?

Questions and comments are:

1. Who do we task to look at this again?
2. We don't want to let this languish again.
3. Is there a clear voice saying we want to do this?
4. We need to be realistic about the cost and resource support needed.

Open discussion: There was a lengthy discussion on the support issues surrounding any portal software we use. We don't want to find ourselves in a situation such as Lotus. There have been changes in the senior IT management staff. Management has stated that no system will be implemented without a support system in place.

We need to determine what we want in a portal. If we only want to replace Genie, then Blackboard maybe the way to go. Most students use Genie and Blackboard and not anything else. The portal could be used to put all of our functions in one place, then the rest becomes marketing.

Admissions has a portal (<https://go2.uncg.edu/myuniversity/login.html>?) through a company called Azorus (<http://www.azorus.com/>). However, once the site has no value, they don't return.

Once we know what we want in a portal, we will charge the Web3 team to research it. We don't want to "stack the deck" by proposing a certain product. We would rather have the team perform an objective search.

Action: Each WOC member will determine what portal items are important to them before the next meeting.

Further Discussion: Concern was expressed at the amount of time that was spent researching a content management system (CMS) for the university. There is some frustration among the group that nothing has happened with it.

Action: Helen Hebert will check with the Administrative Sponsors to see what the status is of this initiative.

Action: Once we have the status, we will need to review compliance issues with the CMS and how a CMS fits into the portal discussion.

Web Terminology/Usage – Miriam Barkley

Miriam gave the WOC an activity to do. The purpose of the activity was to show that not everyone treats web related verbiage the same way. Miriam handed out a document that states what policies are for University Relations.

The WOC will keep this document for informational purposes. However, most people rely on spellchecker for these types of words.

Other Discussions

1. Search Engine placement – John Eatman

Search engine placement is more prominent now, and, is extremely important to the graduate office. We need to determine the best way to have the search engines pull our sites up faster.

Action: John Eatman will send the presentation regarding this to the WOC.

Action: Helen will forward a copy of the report she received from DCL regarding the best way to create pages.

2. Web Crawlers and email addresses – John Eatman

It has been requested that we look at a way of designing our pages that contain email address in such a way that web crawlers will not pick up the email address. We are getting a significant amount of Spam as a result.

Action: Todd will review policies of other universities and bring it back to this group.

3. Virtual Hosts – Todd Sutton

We are receiving requests for Virtual Hosts. This is causing a need for naming conventions. Currently, we are approving the requests on a case by case basis. The difference between a virtual host and a redirect is that a virtual host requires its own IP address, whereas a redirect does not. There is also a concern that these will become an unmanageable list. We have a finite amount of IP addresses.

The problem with using virtual hosts is that you segment the pages away from the main page.

There will be times when Todd will bring requests of this nature to the WOC for approvals.

The next meeting is January 18, 2005.

Action: Sherri to send a list of meetings to the WOC group.

Agenda items to add to next meeting

- Public Meeting Law/ Copywrite issues relating to web
- Calendar – policies, outsourcing vs inside developer
- Portal discussion
- Other?