WOC Meeting Minutes

October 20, 2005

Present: Miriam Barkley, Robert Brown, Richard Cox, John Eaton, Helen Hebert, Bruce Michaels, Todd Sutton

Absent: Mike Byers, Cindy Farris, Susan Hensley

Recorder: Sherri MacCheyne

Introduction

Helen Hebert welcomed everyone to the meeting.

Housekeeping

1. Membership Review – Todd Sutton

   This group is a much smaller group. We wanted to streamline the group and make it become more effective. The purpose of the group is to provide general oversight and not delve so much into technical development. For that reason, we have switched the University Web Development Group (UWDG) to report to the Web3 group. This group is a comprised of grass roots developers on campus.

   Our current WOC membership is comprised of:

Name	Representing
Helen Dennison Hebert	Co-Chair
Todd Sutton	Co-Chair
Miriam Barkley	Web3
Robert Brown	Division of Continual Learning
Mike Byers	Business Affairs
Richard Cox	Library
John Eatman	Faculty
Cindy Farris	Enrollment Services
Susan Hensley	ITP
Bruce Michaels	Student Affairs

   Open Discussion: There was some concern expressed about faculty representation. It is understandable that the group needs to stay small, however, there should be more than 1 faculty representative.

   Resolution: The president of Faculty Senate will be asked to suggest someone to be a part of this meeting.

Discussion: Should there be a representative from the Chancellor's office. The Athletics department reports to the Chancellor.

Resolution: None at this time. Suggestions welcomed at next meeting.

2. Meeting Frequency – Todd Sutton

In an effort to formalize this group, a regular meeting time and frequency is needed. We may need to cancel a meeting if there aren't any agenda items, but we need to schedule something regularly. It is easier to cancel a meeting than it is to schedule one.

Open Discussion: After some discussion, it was decided that the meetings would take place from 3:30-5pm on either the 3rd or 4th Wednesday of the month.

Action: Sherri will send an email to the WOC and, based on the response, set the meeting date and place.

Web3 Report

1. WOC Web Certification – Richard Cox

The proposed Web Certification document was handed out. This program is "designed to train university staff on the UNCG web environments, polices and standards."

Open Discussion: This proposal was created due to the need of average users on campus running into problems with website maintenance. These users weren't originally hired to build or maintain their unit's website, however, the responsibility has been given to them.

There are three tiers to this certification. It should be noted here that Tier 1 has the core knowledge to work within the UNCG environment. Once completed, they would receive a certificate stating they completed the course. However, they wouldn't receive "official" certification unless they chose to complete a proficiency exam. Only after passing this exam would they receive certification. For tiers 2 and 3, proficiency is required.

Currently, the Web3 team in partnership with the IT department would have responsibility for training. However, the idea is that some of the people who achieve certification will be able to train others.

The first target for this program is the UWDG ($\lessgtr$ 70 people).Eventually, this certification may be a requirement to some new hires.

John Eatman requested an electronic copy of this document.

Action: Richard will send John the electronic copy.

Resolution: The committee approved this program unanimously.

Open Discussion: The UWDG group should meet during regular working hours and not be during the lunch hour. If supervisors want their staff to attend, they need to allow them the time to attend these meetings. Attendance is affected by conducting these meetings as "brown bag" lunches.

In addition to regular meeting hours, it is important to state prior to the meeting what the user experience level is in order for the attendee to make an informed decision about attending.

Resolution: None at this time, however, it should be wrapped into the certification program.

2. UWDG Kick-Off meeting – Miriam Barkley

A one-time proposal for the 2005 UWDG Kickoff was handed out. The date of the event is Thursday, November 17th, from 3:30-5pm. Each division would need to contribute $200.

Resolution: WOC agreed to keep the meeting date.

Action: Miriam to work with Sherri.

3. Web3 Calendar - Miriam Barkley

Currently, the calendar is updated manually by one person (Miriam). In order to maintain accuracy and syndication, it is important that each unit is responsible for their events and getting them on the calendar.

Open Discussion: There was some discussion regarding the Public Meeting Law and how it pertains to the website calendar.

Action: Each member of WOC is to review the policy at
http://www.uncg.edu/cha/UNIVERSITY_COUNSEL/Pubopen/Pubrec/Open_Me etings.html

Open Discussion: We have a proposal for $29,000 from ATC to do the calendaring program. However, contracting doesn't take into consideration the costs of maintaining the program. Before pursuing this, we should set some policies on who is responsible for updating their unit's calendar?

One benefit to the program is that all events would be entered into the central calendar and could be pushed to existing websites in a format the individual units desire.

The Campus Unity Counsel has included the Calendar in their agenda. Perhaps we could partner with them.

The Web3 group would like WOC to give them guidance.

Resolution: Will discuss at our next WOC meeting

4. University Image Repository – Richard Cos

There is a need on campus to have a central image repository. It takes too long to go through the steps of going to the photographers and obtaining a CD. Many users want images to put on their website, and, users are sharing their CD's.

Open Discussion: Currently, University Relations is working on this issue. We have a server running and we are starting to archive some images. We will be working with the Library to address the best way to get these images to the University Archives.

It is not ok for clients to share cd images. This brings about some potential legal issues

The Image Repository is currently in University Relations Goals & Objectives..