

# WOC Meeting Minutes

07/17/06

**Present:** Miriam Barkley, Mike Byers, Richard Cox, John Eatman, Jason Fleck for Ellen Robbins, Bruce Michaels,

**Absent:** Helen Hebert, Robert Brown, Gregory Grieve, Susan Hensley, Richard Stewart

**Recorder:** Sherri MacCheyne

## Minutes – Corrections

Blackboard will upgrade to version 7.0 and not version 7.1.

## Exemption request from the Intercollegiate Athletics Department

We have received a formal request from the Intercollegiate Athletics Department to be exempted from the University Web Site Requirements (UWSR).

Miriam Barkley wanted to make sure that we are exempting the website only, and not the use of the university name, ie, UNC-G is not an acceptable use of the name, but UNCG is.

Exemption granted for website.

## Unit Web Site Requirements Compliance Update

John Eatman requested a general standard for collaborative websites. Currently, there isn't any guidelines to give to a unit who is partnering with another entity (such as the JSMW) in the usage of the university name or identity. What are the minimum expectations?

After some discussion, it was determined that a document needs to be created to define these guidelines.

**Action:** Miriam will create a draft for WOC's approval and send via email.

**Next meeting:** The WOC will discuss and approve.

The Provost has mandated that all academic units must be in compliance with the UWSR.

There needs to be a paragraph that outlines the ramifications of noncompliance to this policy. This paragraph needs to be approved by the Administrative Sponsors group.

**Action:** Miriam will draft a paragraph and send to the WOC via email for suggestions.

**Next meeting:** The WOC will discuss and approve with changes. Once final document is approved Todd/Helen will forward to Administrative Sponsors for their approval.

### **Web 3 Update**

- **Certification**

There are currently two types of Level 1 certification – one for going through the classes, and one for passing the certification exam. Currently we have about 10 people who have passed the certification test. Richard is requiring all web3 members to take the certification test.

We have a survey in the works for those who have taken the test. We have been receiving good feedback from the classes.

**Action:** Richard will send the WOC the number of people who have been attending the classes.

We will continue to offer Level 1 certification and add Level 2 certification training.

- **UDWG Webfest**

The UDWG Webfest will be August 10 from 12-2:30pm and includes a free lunch. We are working on getting a gift for those who have passed the certification test.

- **Calendaring**

We have met with Barbara Tookey and others to ensure that we understand the criteria needed for the calendar. Our next step is to meet with Jason and iron out the specs.

John would like to see a way to interconnect all the calendars together – Blackboard, Lotus, and the Event calendar.

- **PDA Style sheets**

Richard will be working on a wrapper for pda's. This will be designed generically and not targeted to a specific device. He hopes to have something to test by late August.

- **Web Manager**

We have a new web manager – Paige Ellis. Paige will start with us on July 31. Should Paige be required to attend the WOC meetings?

There was general discussion and it was decided that the Web Manager is not required to attend WOC meetings, but should attend for specific issues to be determined at the time of the meeting.

## **Web Testing**

John Eatman brought a document to the meeting regarding web site testing. This document is from Watchfire regarding a testing solution. He is not endorsing this company, he brought the document simply as an example of the products available. The company we were using was purchase by Watchfire.

Web testing software should be a WOC issue.

**Action:** John Eatman to email the pdf version to the WOC.

**Action:** The WOC members will review before the next meeting.

**Next Meeting:** Discussion of web testing software.

## **Blackboard follow-up**

Rob Owens is the new Blackboard Administrator effective 7/24.

The Blackboard environment will be discussed at the IT Roundtable this Wednesday (7/19 in Bryan 160 at 3:30pm).

**Next Meeting:** Further discussion will take place regarding Blackboard.

## **Other Items**

John Eatman wanted to know if there is a records retention policy for web pages. We have an issue in our department between a student and the department, and, no one has the original web pages.

**Action:** Todd will ask the compliance officer what this policy is.

John Eatman stated that we have an issue with old outdated pages that we need to get rid of. This led into a discussion about resources that departments have available to them to maintain and update their webpages.

There was some discussion about asking the Administrative Sponsors for funding for these resources as we are mandating compliance?

**The next meeting is August 16, 2006 in EUC Willow starting at 3:30pm.**

## **Agenda items to add to next meeting**

- Monitoring Websites, compliance enforcement.
- Blackboard Enterprise