

Web Committee Meeting  
Meeting Minutes  
September 13, 2007

Meeting led by: Patty Scogin

Members in attendance: Richard Smith, Cindy Yates, Ana Lahti, Margaret Peloquin, Jennifer Gray, Richard Cutler, Brette Lea, Abraham Nasser, Linda Kluck, Mary Parker and Edward Terry

FY08 Meeting Dates

Sept 13, HBC Rm 223  
Oct 11, HBC Rm 215  
Nov 8, HBC Rm 215  
Feb 14, HBC Rm 219  
April 10, HBC Rm 215  
June 12 HBC Rm 219

Discussion: Job Board for Career Services

The new web site for ACC's Career Services area is up and running. The new site provides students with a place to look for open employment positions as well as a repository for employers to post positions. <http://www.austincc.edu/career/index.php>

Discussion: Forums Issues

The Teacher Certification forum is not being used at this time. There were problems with registration issues. <http://webtrain.austincc.edu/~teacher/phpBB2/>

It was proposed that an area be added to the Web Development page that would lead people on how to setup Google groups or Wikis. The information could also be made available in PICM Resources.

Discussion: ACC eNewsletter Feedback

A reminder was given that ACC's eNewsletter is published monthly. The committee will take into consideration when peak periods are when eNewsletters are sent out and to include the interaction of comments. All ACC staff and faculty are automatically subscribed to the eNewsletter. Readers other than staff and faculty are given the opportunity to subscribe by referencing subscription field at top right of page. <http://www.austincc.edu/newsroom/index.php/category/enewsletter/>

Discussion: Contribute Site Wide License Update  
Edward Terry will work with Richard Smith to see if the purchase of a college-wide site license could be taken care of using new Adobe contract agreement. The installation process for Contribute software would greatly increase the accessibility of Contribute for end users.

Discussion: PICM Resources <http://www.austincc.edu/marketing/resources/>  
Edward has created a page that illustrates the steps necessary to register and download the various resources available on the site. <http://www.austincc.edu/marketing/resources/howtouse/>

Discussion: Feedback from Susan Thomason's group  
Susan was unavailable to present at this meeting. Positive feedback on the use of the templates was passed along to Patty Scogin to share with the committee.

Roundtable: Committee would like to recommend that Dr. Kinslow's "Friday Announcements" to ALL ACC be sent out earlier in the week. A lot of faculty and staff miss out on events because they may not read their email until sometime the following week. It was also recommended that hot linked headlines be included at the top of the president's email.

IRT has hired Kevin Deleon to fill the position vacated by Stevan Wilsan.

Work is being done by some staffers to make sure that video is closed captioned to accommodate persons with disabilities.

IT is investigating ways to make the online directory user friendly. They have been asked to show multiple positions in a given semester worked by personnel. In some cases, only one position would be shown. Additional research and troubleshooting is needed.

Edward Terry shared that he has found that more departments are creating their own web pages. The ease of use of the new template can be attributed to these actions.

The Continuing Education Department has more people on board and using the templates. Abraham Nasser continues to try to get more of the CE staffers to use the calendar program.