

**Web Committee Meeting
November 8, 2007**

Minutes

Chair:

Patty Scogin

Members in Attendance:

Brette Lea, Edward Terry, Kevin De Leon, Abraham Nasser, Jennifer Gray, Eduard Matamoros, Cindy Yates, Andrew Christie, Derek Thomas, Mary Parker and Richard Cutler

Kevin De Leon, new IRT System Administrator, shared some insight into web management at his previous institution, Cape Fear Community College.

HYPERLINK "http://cfcc.edu/" \o "http://cfcc.edu/" <http://cfcc.edu/>

Cape Fear's Web Department consisted of 2 webmasters who implemented a standard template system for division and department pages. Their department worked closely with the marketing department to make sure that content was up-to-date. A real "Web Committee" did not exist but meetings were generally held with folks primarily responsible for web pages. Kevin is a strong proponent of the "template" system as it meets accessibility and compatibility requirements. The Contribute software package was widely used by faculty and staff to maintain and update web pages. When a request was made for a new page the department was given a 30 day trial version of Contribute to install. No college email addresses were provided anywhere on the college's website. All contact fields were directed to forms that funneled information back to email links.

Roundtable

The ACC Marketing Department is working on a new image campaign which will be spotlighted in several places on the college web page.

General discussion about use of ACC's web template and suggestions for options

The next Web Committee meeting is scheduled for February 14