

**April 2001**

Present: Ed Osborn, Donna Pitts, Jere Hammer, Stevan Sanchez, Glenda Keyworth, Linda Kluck

Web Committee Pages on ACC Web site: Ed Osborn indicated that the committee now has a web page that includes all of the committee minutes, roster, and related rules and guidelines at <http://www2.austincc.edu/marketng/WebCommittee/index.htm>. The Marketing Department will announce this site during meetings with departments, in the "Bulletin Board" and at other meetings.

Academic Affairs Council: Ed Osborn met with AAC on May 4 to gain input and reaction to the work of the Web Committee. He reviewed the Website administrative rule, Web guidelines, and the proposed structure of the Schedule Database and Instructional Pages guidelines. AAC members were generally comfortable with the plans, with input that (1) before a syllabus was included in a new online schedule/catalog, much work would have to be done to institutionalize a common syllabus, (2) the question of which email address to use for each discipline in an online schedule must be addressed by instructional units. AAC members also asked that a note be included in the online schedule that says, "OH means 'office hours.'"

A subcommittee of AAC will address the issue of standards and guidelines for instructional discipline pages; Mike Midgley will chair. (Recommendation: several web committee members should sit on this subcommittee. We should also put together a sample department template showing the standards we have recommended, and find an existing discipline with a sophisticated webpage that is willing to add the links we are suggesting, so that we can show both a "minimal" design and how an established discipline page can accommodate the new standards.

Update on .edu status: The committee reviewed a report from Washington, DC that explains that a new agency will be managing educational domain names. In all likelihood, all community colleges will be eligible for .edu status. Ed Osborn indicated that neither [austincc.edu](http://austincc.edu) nor [austin.edu](http://austin.edu) were taken at present. ([austinc.edu](http://austinc.edu) is taken as is [acc.edu](http://acc.edu).) Glenda Keyworth indicated that such a change would involve hours of technical work; Ed asked Glenda to provide a detailed estimate on the time involved so that the administration was aware of investment. It was agreed that ALT should have a discussion on this topic. There was no consensus in the web committee on what url we should try to register. Details on the process are still being developed in Washington.

Search Engine: Glenda Keyworth gave an update on the search engine development. She indicated Paul Thomason has been very busy on the project. The new search engine searches for meta-tags and page titles, down to five levels of the site. It searches all ACC servers. Ed Osborn indicated he would be sure a notice about the new search engine was in the Bulletin Board; another option is to announce it on the ACC homepage.

Office Hours: Suggestion that this be reassigned to dept administrative ass'ts. Need to talk with Bill Carter about training. Matt Gramlich has the old FDO server. Question of security re. Passwords. There is some precedent for having more than one password. (4400 email accounts, but separate Datatel passwords.) Recommendation: Write memo to deans, etc., cc. Bill Carter, to explain issue and recommend that admins be given this responsibility.

Phone Directory: The database we have allows for individual and dept. sorts for phone/other directory information. Question arose as to whether or not web authors can link to their up-to-date dept directory off their web pages or if they would have to reconstruct. (If you right click when getting to a page and look at "properties" it shows the page url for each dept directory. This url can then become a link off the dept. webpage.) This still doesn't address the issue of updating information. We are now told that XOFF training exists to allow dept admins to update their individual/dept directory information. We need to get a notice out on this.

One A/R Link: Ed Osborn to discuss with Sylvia Partida and Matt Gramlich.

Instructional Page Guidelines: See above discussion re. AAC

Staffing/Training: It was agreed that some form of survey should be sent to current web authors and anyone else who might want to become a web author, asking how they work on the web, what software they use, and what training needs they have. Ed Osborn and Stevan Sanchez will meet with Devorah Feldman to work on this.

New Meeting Times: Ed Osborn asked the committee if they would be willing to move meetings back to 9:30 to accommodate a scheduling conflict he has. The group consented. (Meetings: June 20, July 18, August 15, Sept 19, Oct 17, Nov 21, Dec. 12)