

**December 2000**

Present: Stevan Sanchez, Terry Arzola, Cecile Sanders, Patty Scogin, Ed Osborn, Jere Hammer, Gary Weseman, Mary Parker

The committee approved the minutes of the December 14, 2000 meeting.

The subcommittee to review the schedule/catalog database has not met. Gary Weseman asked to be added to the subcommittee. Ed Osborn indicated a meeting has been scheduled prior to the next full committee meeting. Mary Parker said one key to cleaning up our website was to clearly indicate directory authority – Sylvia Partida is responsible for all Student Services pages, for instance. Mary asked that Virginia Boyd be given directory responsibility for all Instructional pages. It was agreed that the subcommittee needed to look at the issue of “bounce” pages (redirects); while they are cumbersome, they are better than broken links. They occur mostly in the discipline-related pages on the schedule and in the campus section. There was consensus that there should be no more than one bounce page per incident, that we should find and fix all broken or bad links, and that bounces, at best, are a temporary solution. The issue of multiple server names (www, www2, www3) was also discussed and will be readdressed at the next meeting.

Academic pages: it was agreed that the committee will recommend that Virginia Boyd be given authority over the Instructional pages on the web. (This has been done and Mary Parker and Virginia have been updating and making other improvements to those pages.) Beneath the main academic headings and menus, disciplines (through the dean structure) should have hierarchical authority over dept. pages.

Search engine: Glenda Keyworth plans to reindex the search engine to search only for meta tags. Right now, the search engine searches all text on the site, with no hierarchy. It is also not case-sensitive. It was agreed that we should encourage all web-page authors to add meta-tags to the html code for web pages to trigger better keyword searches. Stevan Sanchez agreed to set up instructions on the web and Ed Osborn indicated once that was done, he would develop an all-staff email and other vehicles for getting this message out, prior to the search engine reindexing. It was also mentioned that perhaps Devorah Feldman could assist with a training session on how to do the meta tag process; Terry Arzola also said he could link IRT training pages to Stevan's metatag page.

The committee reviewed the draft guidelines, made changes and asked that these be brought back for final review at the next meeting.

ADA Compliance: Stevan indicated he and other in IRT are providing web authors with help on meeting the federal mandate regarding accessibility.

Ed Osborn indicated that Mark Butland and Ann Palmer have joined the committee; additional members are being sought.

The “contact list” of large directory owners (i.e., Student Services, Instruction) was reviewed. It was agreed that someone needs to review those pages to ensure that a contact person is at the bottom of every page. Ed Osborn said he would email the list to those on it to confirm. (Patrick Reagan is now the “owner” of the HR pages.)

Next meeting: February 21, 2001.