

**February 2001**

Present: Terry Arzola, Ron Brey, Matt Gramlich, Ed Osborn, Mary Parker, Donna Pitts,

Stevan Sanchez, Patty Scogin

January 17 Minutes (attached): Approved with one correction (Item #4: Internet Services to reindex the search engine so that it searches (only) using meta tags.)

Database Subcommittee Report (attached): The subcommittee presented its report, which consisted of identifying functions of the existing database and an outline of possible features of the new database that IT is going to be designing. It was pointed out that this list of possible features be shared at an ILT meeting with deans and other instructional staff being given the opportunity to provide input into the new design. It was also agreed that, in addition to general web page guidelines developed by the Web Committee, separate standards be established by ILT for instructional department web pages. The issue of the online phone directory was raised. Matt Gramlich indicated the data being generated comes off Datatel and that HR is planning to provide training to Admin Assistants to ensure current data is input. It was also suggested that the current set of 11 admissions/registration related links on the online schedule page (<http://www.austincc.edu/schedule/>) be turned into a single link to a menu of items managed by Sylvia Partida. Matt Gramlich also indicated he had come up with an interim improvement on how the online schedule looks. Students had indicated the current wording and links were confusing. Currently the schedule is alphabetized by discipline, but where they expect the department name to yield the list of courses, it actually links to the dept website, with the word, "Complete" being the link to the listing. Matt has changed that so the discipline title is not hot, the word complete is linked to the listing, followed by the list of cancelled classes, and then "website" for dept. web pages.

Email Look up: We used to be able to look up email addresses, independent of the phone/email directory which doesn't include all adjuncts. The committee asked Ed Osborn to check with Gary Weseman on why this utility was removed.(done)

Search Engine: Stevan Sanchez provided an example of a brief tutorial on creating meta tags

(<http://irt.austincc.edu/webdev/metatags.htm>) to help staff prepare for the new search engine. Ed Osborn shared a DRAFT email to send out to all staff and faculty explaining the new search engine. It was agreed that the committee, esp. Stevan and Ed, needed a briefing from Glenda Keyworth on what the search engine will do before sending the email out. The issue was also raised regarding the relationship between the ACC search engine and any search engines used by separate depts. The committee asked that this be included in the guidelines. Ed agreed to set up a meeting with Glenda and Stevan.

www vs www2, etc.: The committee recommended that we investigate how to migrate to having one ACC url ([www.austincc.edu](http://www.austincc.edu)) vs having multiple urls, www., www2, www3, irt, etc. If this is a server issue (Windows NT), then we need to change the main server.

ADA Compliance: Stevan explained that ACC doesn't have to comply with Federal guidelines re. accessibility, at least at this point in time. Eventually we will need to comply, and IRT will develop online workshops and tutorials to help staff.

Additional Members: (See attached roster)

Next Meetings: March 21, April 18, May 16 (8:30-10:30)