

The Web Development Committee
Monday, February 9th
2:00 - 3:00 p.m.

Meeting members in attendance:

Gina Grochow, Patty Scogin, Edward Terry, Helen Guillory, Sylvia Partida, Mary Parker, D'Maris Allen-Mierl, Jeannie Beach and Red Wassenich.

Members not in attendance were:

Bill Carter, Ron Brey, Terry Arzola, Mison Zuniga, Gary Weseman, Glenda Keyworth, Stevan Wilson, Matt Gramlich, Abraham Nasser, Richard Smith, Charlene Knight, Donna Pauler, David Correa, Sandra McCrary Marshall and Adam Hampshire

With the departure of Ed Osborn, the Web Development Committee is now being hosted by Patty Scogin, Marketing and College Relations. Information is being disseminated about the Web Development committee through the Marketing web site.

Announcements-

For those who maintain websites at ACC, updated helpful information for Rules and Procedures and ACC Web Publishing Guidelines at a Glance is located here:

<http://www.austincc.edu/marketng/WebCommittee/rules.php>

Web Page Guidelines have been established with the Goal "To allow for academic and workforce departments (with appropriate accountability) to manage the content of their web pages while ensuring that minimum standards and a consistent threshold of essential information for students is maintained." These goals and how-tos are located at this site: <http://www.austincc.edu/marketng/WebCommittee/guidelines.php>

Future of ACC website is currently being updated and links added.

<http://www.austincc.edu/future/index.php>

A template will also be provided for departmental use which will encourage consistency in appearance through the ACC site. Contact Edward Terry, Web Graphic Specialist, <eterry@austincc.edu> for more information on the template.

Discussion-

Topics addressed in the meeting included the development of guidelines for posting large (i.e. 300 page or more) documents to the web. Dr. Kinslow's office has been receiving complaints about inaccessibility and user problems related to large .pdf files, especially when those documents are accessed from off-site or dial-up locations. The committee agreed to explore software options such as Adobe 6.0 and higher, visit with folks in Duplication who often copy large files to disc, and set maximum size standards for large files with qualifiers such as "can be accessed within 2 minutes on a 56K modem..." or

similar parameters. The use of Text files over Imaging files will be encouraged. It will be recommended that originators of certain documents be responsible to hosting the documents on their websites and sharing links instead of whole files.

The Committee acknowledges ADA compliance issues with information presented in tabular format. Recommendations will be made to address accessibility issues and convey this information to web developers.

The question of search engine maintenance came up regarding the engine available on http://www.austincc.edu/utility_pages/search.php. It was noted again that this portion of the ACC website is maintained by the IT department and that it is hoped that IT will present any updates that they have to this programming to make it more user friendly.

It was noted that not all staff members are listed in the on-line directory. Particularly absent are some classifications of hourly and part-time employees. The committee will explore adding these folks to the directory.

Helen Guillory will get information on St. Edward's program, "Air-U".

Edward Terry to do a search on "redirects" and to send notes to person responsible for updating their links/sites.

The Committee agreed to rotate days and times of future meetings to accommodate the wide variety of schedules of committee members.

Portion of notes contributed by Jeannie Beach