

**March 2002**

Present: Terry Arzola, Ed Osborn, Stevan Sanchez, Donna Pitts, Glenda Keyworth, Tom Klumker, Jere Hammer

**Home Page Redesign:** The committee reviewed the status of the home page redesign, noting improvements from the last iteration. The load time of the home page is slow, but Tom Klumker, new web specialist in the marketing department indicated that will be fixed before launching the site. The group liked the changes that have been made. It was noted that second tier items with submenus deserve their own third tier menu and Tom will do that. Some discussion occurred about the dimensions of the top banner and logo; Tom will look into this. Some content still needs to be added and other features were recommended (ACC HOME on second tier pages, offer the top banner as a template to depts., and other improvements). The photo refresh feature is very nice and the group commended the new photography library Marketing is developing. Tom will also develop a crosswalk from the existing site to the new navigation and we will keep that up through Oct. 1, 02.

**Web Advisor:** Ed Osborn met with Teresa Harkins and Glenda Keyworth and worked out a plan for integrating web advisor applications with the new design. Not all Web Advisor applications are being used, so we will simply link to those that are from appropriate sections of the new design. We will also use the new design template on the Web Advisor pages so as to have a seamless look. Glenda will send Tom Klumker spec's for doing these pages.

**Next Steps:**

1. We will soft launch the site within the next week or so with an email (please review the attached DRAFT) to ALL FACULTY AND STAFF. This will allow us to get feedback over the next month with a hard launch and publicity campaign on May 1, 2002. This email also offers a link where web authors can learn how to update domain name links, and will remind all staff and faculty of the things they will need to update regarding austinctt.edu (business cards, publications, email readers, etc.)
2. This will coincide with our announcement and roll-over to austinctt.edu. (Both url's will work from May 1, 2002 to Sept. 1, 2003, the date we will officially drop austinctt.edu. We need to ensure that all ACC servers work with the new url.)
3. We will conduct a publicity campaign around the .edu change and new design, with the following features: (no additional dollars are to be spent)
  - o Press Release/announcement by Dr. Fonté
  - o Change our ads, billboards, etc. as they change content
  - o Business cards, stationery, etc. should change only as inventories are depleted.
  - o Publications will reflect new url as they are produced.
  - o Course schedule web headers to be changed by Fall 02.
  - o Consider doing a bookmark with the new url.
  - o Update ACC mousepad when inventory runs out.
  - o Notice on payroll statements

**Intranet:** Subcommittee established to being work on this. Members include: Terry Arzola, Ed Osborn, Stevan Sanchez, Donna Pitts, Glenda Keyworth, Tom Klumker, Jere Hammer

**Next Meeting:** April 18, 10 am-noon.