

May 2002

Present: Jere Hammer, Amy Hilton, Glenda Keyworth, Tom Klumker, Ed Osborn, Stevan Sanchez, Richard Smith, Jill Taylor, Gary Weseman

Home Page Feedback:

Generally very positive feedback. It was noted that several members of the State Comptroller's review team had made positive comments about the site. Need to adjust the timers on the homepage mouseovers so the menus are up longer. We need to ask Matt Gramlich to reinstitute the phone directory by dept. function.

Instructional Page Template:

At the last web committee meeting, the committee recommended that we create a default template for all instructional dept. pages that would help to implement the guidelines we have previously created. If a dept. had its own maintained page, that would be added as a link to the default pages. Tom Klumker has created a template which uses a database to access common links (schedule, directories, etc.). The template does allow for customization by dept, including the link to dept-maintained pages. Ed and Tom will share with the deans in June. It was suggested that the dept-maintained links be highlighted with color, graphics, etc. so they aren't lost. Tom will also add his name/email to the template as the default contact person.

Intranet Discussion:

The committee decided to name the new internal site under development "Inside ACC."

Goals of Inside ACC include:

- § Ease of use - mouseovers, drop-down menus; annotation
- § Focus on faculty and staff needs
- § Allow for entry from ACCNET, ISPs (with password protected areas), VPN, or dial-in.
- § Reconcile and reduce (to one) the set of unrelated "menus" that people have put together in addition to the current intranet (Smartlinks, Quicklinks, Reference tools, etc.)

It was agreed that Inside ACC would feature functional menus; areas that either have or will need password-protection include E-Staffing, E-Time, the working copy of the course schedule, T-Compass reservations, orientation reservations, Datatel, Blackboard, software archives (needs password built in), Web Advisor, budget transfer form (needs password built in), Schedule 25, Library databases, and ACC forms. Some of these pages will not be seen on the Inside ACC site, but are available for specific end users within the College.

Content categories include department web pages, announcements, minutes/agendas, forms, interactive functions (E-Time, E-Staffing, budget, etc.), and discussion options (bulletin boards)

Home Page

- § Use ACC Seal as the graphic; less graphical overall than internet
- § Mouse overs with annotations and drop down menus
- § Utility Bar (Text only, Directories, Search, Inside ACC Home on 2nd tier and lower, Class Schedule, Calendars, Announcements, Forms)

Main Menu Architecture:

- § For the Record (Minutes, agendas, reports, policies/administrative rules, org charts, SACS)
- § Departments (instructional depts., including ECS, ABE, etc.; Administrative depts. . Keep these separate and have a separate link for the Board)
- § Who's Who (directories, campuses, org. chart, councils and committees)
- § Faculty Support (IRT sites related to teachers - Library, Faculty Evaluation, ITFD, Faculty Lounge, E-

Staffing, etc.)

§ Employee Services (HR pages that are "service" oriented, i.e. benefits, job posting, various HR forms, IT Help Desk, how to use the Intranet, IT training site, Internet Services tutorials, E-Time, Duplication, Buildings/Grounds, org. reference)

§ Employee Associations

§ For Discussion (councils and committees, discussion groups, listservs, bulletin boards. Do in a systematic way - based on topics, committee membership, general comments.

§ Forms Directory

§ Resources for Students (mimic internet menu)

§ Separate links for HR, Business Services, and IT - at the bottom? (Glenda to look at hits)

Next Steps

1. Tom Klumker will design the Inside ACC homepage.
2. The committee will review at its June 20 meeting.
3. Ed Osborn will share the design with ALT (July 8), Academic Affairs Council (July 19) and SOSPC (July 15).
4. Tom Klumker and Marvi Reyes (Marketing and College Relations) will work with Glenda Keyworth to develop a plan and support for a "discussion group" section of Inside ACC.
5. Glenda will look at web usage statistics to see the volume of internal use of the Business Services, Human Services, and Info Tech sites (all pages in aggregate per dept.)
6. Ed to check with Matt Gramlich on minutes section.
7. Committee members will review what web pages/servers need to be password protected that aren't already.