

November 2003

The November meeting of the ACC Web Committee was conducted via email.

1. The membership list was reviewed and corrections were noted. Some new faculty senate representatives had had not yet been added. Updates have since been made.
2. IT asked the web committee members to spread the word about making sure all web links and email addresses reflect the www.austincc.edu address. At some point, the austin.cc.tx.us address will no longer be valid.
3. The committee was asked to review the new site for Instructional Resources and Technology at <http://irt.austincc.edu/>. Note the adherence to our basic web guidelines throughout the site: consistent look; proper use of the logo; consistent reference links to existing ACC links; date of last review, page managers' names and address, and a link back to the ACC home page on each page of the site; plus the inclusion of "snail mail" addresses. Send comments to Stevan Wilson, web administrator, swilsan@austincc.edu.
4. For the near future, ACC's publications and website will focus on student recruitment and retention. In working with Student Services and Internet Services personnel, webmaster Edward Terry has updated the registration link at the top of the ACC home page and rearranged the left column links so that How to Enroll is first and foremost. The script will be revised for the announcements section so that the posting date is not visible (much less bold!).
5. Edward is also working with Marketing and College Relations staff to update the Future of ACC site to more accurately reflect current events, e.g., Health Sciences Buildings, South Austin Campus, Round Rock Higher Education Center, etc.
6. Edward has also redesigned the Bulletin Board template.
http://www.austincc.edu/marketng/bulletin_board/bb110703.htm
7. Prior to our next meeting in January, please consider ideas regarding guidelines for posting large documents of 25 or more pages and/or those with many graphics. PDF? HTML? Edward is reformatting the online catalog so that there will be a searchable HTML version. Also consider guideline ideas for posting logos or links to external businesses.
8. If you need assistance with your departmental website, contact Edward Terry
eterry@austincc.edu.

Please send questions, comments, or agenda items to Patty Scogin, pscogin@austincc.edu.

Respectfully submitted,
Patty Scogin, Web Committee chair
Marketing & Publications Interim Executive