

**WEB COMMITTEE
Meeting October 8, 2004**

Attending: Terry Arzola, Donna Pauler, Mary Parker, Red Wassenich, Gina Palacios Grochow, Jeannie Beach, and Patty Scogin, chair.

- Spanish: Our most prominent web pages are being translated into Spanish. The student services brochure is now in Spanish. This and most other publications are available for download on the marketing website: <http://www.austincc.edu/marketng/resources.php>. The Web Committee is researching information on translation software. Spanish translation has been an important focus in the San Marcos Initiative, Del Valle, Bastrop, and others. The target audience is parents of prospective students.
- One recommendation was we hire a translator in lieu of seeking software, since translation will be an ongoing project. Patty will visit with Steve Christopher about the possibility of seeking Perkins funds for translation.
- Committee member Red Wassenich noted that there is now a Spanish interface to the Library Catalog that was created by Spanish-speaking librarians.
- Who does what? Our internal customer survey has this information. We would like to provide an information source for information users would want to know, i.e. how to navigate our bureaucracy.
http://www.austincc.edu/oiepub/pubs/surveys/ics_cwform_spr04.pdf
- The group was reminded that every good web site has a way to contact the web page administrator.
- The group discussed the online phone directory. It was noted that the phone directory is not "function driven," i.e., department links in the phone directory pull individual people in alphabetical order. (see George Payne report below)
- Faculty seemed confused about how their information gets into the directory, and how their websites are linked to the schedule. Administrative assistants are reminded to complete the XOFF Datatel function for new faculty members.
- Patty Scogin presented upgrades to the marketing website which are designed to make it more service oriented. From this site, ACC logos, photos of students, and photos of our buildings can be downloaded from the image library. Permission is implied to use these images on ACC-related web sites or promotional materials.

- Mary Parker recommended a review of the animation on the Ellen Degeneres website (<http://ellen.warnerbros.com>). This type of photo-animation could be utilized in the virtual classroom to provide a visual introduction to the instructor.
- Gina Palacios Grochow reported the VSS site is undergoing final editing. Also, she and Edward Terry had discussed offering assistance to Pat Stubbs for the Board of Trustees site. Patty Scogin will check into this further.
- Terry Arzola reported the Quick Start downloadable help pages were nearing completion. (see follow up report below)
- In discussions about scheduling the November meeting, Arzola suggested we try to set it up through Blackboard. It would be good practice for those instructors who use it, and it would be a good introduction to those who do not. As it turns out, this isn't going to work. (see follow up report below)
- Since we will not be able to meet via Blackboard, we will still keep our allotted time and meet in person. The agreed up on date and time is **Friday, November 12, 10 a.m., room TBA**. Please send to Patty Scogin (pscogin@austincc.edu) your agenda items.
- Thanks to Jeannie Beach for assistance with these minutes.

Report from George W. Payne, ACC Help Desk Manager

As to the **Domain Name**:

- Everyone should be using the NEW DOMAIN for all of their publications and links. I hear rumors that "the NEW DOMAIN doesn't always work" or that "the OLD DOMAIN is more reliable" but those rumors just don't seem to hold any credibility. The more we all use the NEW domain, the more likely it is that it will flush out any real problem that there may be.
- The servers that used to be known as www.austincc.edu and www2.austincc.edu were combined several years back. When publishing information about pages or creating links, I'd like to see us all consistently using <http://www.austincc.edu> instead of www2.austincc.edu.
- The "2" server used to be different, but it is now just a reference to the main server. There's really no reason whatsoever to use [www2](http://www2.austincc.edu) any more.

As to the **Faculty Links**:

- The "Online Directory" (<http://www3.austincc.edu/phones>) strips office /phone / email and URL information out of the Datatel XOFF table. Every department's Administrative Assistant should have the access to update this particular screen in Datatel.
- Faculty Office Hours (<https://www3.austincc.edu/it/fachours/edit.asp>) also draws information about Name, Phone, Email and URL from the XOFF screen. The "Comments" section is freeform and the Faculty can put whatever links they may want to have in there.
- The Course Schedule (<http://www3.austincc.edu/schedule/>) has a link that is also driven by the XOFF screen, though this may be a little less obvious. If the Instructor's NAME is a LINK, then that will go to the page that's been identified as their primary URL in XOFF. Web pages mentioned inside of the "Class Notes" area are not links because that area is also used for the PRINTED course schedule and the HTML markups would show up in the printed course schedule.

- The deal about Departmental pages is that every Department is allowed to do their own pages and they would be the ones to choose which (if any) of the Faculty websites were linked from their Departmental web page.

Follow up Report from Terry Arzola, Instructional Design Specialist

Re: The Instructional Development Services online **QuickStart** tips documents:

- We found out yesterday that after IDS purchased the rights for the use of the QuickStarts that we were legally unable to distribute them via the Instructional Development Services website. Though we purchased the rights for all faculty and staff to have access to these documents, tip sheets for using Microsoft Office applications and a few other Adobe products, because the site was not a secure one, i.e. open to the world via the WWW, we couldn't put them on our website.
- We are looking at other ways of securing their access to only ACC users, possibly via Blackboard from a Bb resources page. We will also be creating our own versions of other documents like these, along with access to online instruction for other applications and we will make these available as well. As soon as I can, I'll announce where faculty and staff can download the QuickStarts. In the meantime, we will soon make these documents available as printed copies in the Instructional Development Centers at each of the [campuses](#).

Re: The **Blackboard Discussion Boards** and the Web Committee

- I attempted to give all Web Committee members access to one of my Blackboard classes so that we could use the discussion board feature of Bb. However, I found out that a good number of our members are not in the Bb system and therefore unable to access the site. I don't think this going to work, anyway, since I found out it was discouraged by the Bb administrator. Thus, the search is on by IT Services to find something that can be available to all ACC faculty, staff & students.
- Right now, my department, [Instructional Development Services](#), is currently involved in a pilot program for Information Technology Services to use [PHPBB](#), an open discussion board application, here at ACC. Our small group was asked to try using the software (and break it, if possible...Heh heh :). I will find out if our Committee can be added as a pilot group as well. In any case, it looks promising for the future of an all-ACC online discussion board. More to come.