

**September 2000**

Present: Ed Osborn, Bel Sandoval, Glenda Keyworth, Mary Parker, Jere Hammer, Patty Scogin, Stevan Sanchez, Phyllis Kalz, Suzanne Lucignani, David Correa, Richard Smith, Terry Arzola

The committee reviewed and approved the final version of the administrative rule regarding ACC's web site. The committee discussed the draft list of guidelines. It was decided that a subcommittee would work on this issue. (Osborn, Parker, Scogin, Sanchez, Lucignani) The committee asked the subcommittee to develop both a short list and longer list of guidelines/explanations. "Musts" should be identified as being distinct from "Best Practices". Every page needs a contact person. Musts should be treated as procedures.

Ed Osborn explained the Visual Tours website that Brenda de Leon is working on and showed the graphic icon for this site. (It rec'd mixed response.)

The committee reviewed options for communicating its work with the college, including:

Bulletin Board

The website itself

Inservicing (using new IT trainer and IRT resources)

All staff emails as appropriate

In review it was remarked that the new IRT title should be on the home page.

The homepage is slated for a facelift by summer 2001. (Concern expressed re. having intranet link removed from internet home page; also comment re. HR website's use of javascript.)

Ron Brey told the committee he and Richard Smith have a committee that are working on streaming video guidelines that they will share with the web committee.

The committee discussed the need for mouse overs on longer menu lists. Glenda Keyworth recommended avoiding java script and looking at .html options for this. She has some commercial vendors in mind. (IRT also has implemented this on their site. Look at it.)

Intranet implementation: Glenda raised an issue regarding what we need to keep on the inside of the firewall; perhaps we can/should move ACCWEB outside the firewall. Some things that need to stay on the inside include working copies of the schedule/catalog, the helpdesk, etc.

Databases on the web we need to look at to automate/improve:

Course Schedule

Catalog/course descriptions

Phone books

Minutes

Office hours

Academic/admin. Dept. information/directories

Subcommittee assigned to look at these database: Brey, Osborn, Carter, Gramlich, Parker, Keyworth)

Bad pages report: Bill Carter will be asked to develop a report on "bad pages and links" to assist in updating those links and pages.